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PART-1

HARYANA GOVERNMENT
HIGHER EDUCATION DEPARTMENT

Notification

The 22nd September, 2016

No. KW 20/8-2009 UNP (5).— In exercise of the powers conferred by Sub-section (4) of Section 32 of Haryana Private Universities Act, 2006 and all other powers enabling him in this behalf, the Governor of Haryana hereby allows Maharishi Markandeshwar University, Sadopur-Ambala to frame its First Ordinance.

MAHAVIR SINGH,
Principal Secretary to Government Haryana,
Higher Education Department, Chandigarh.

MAHRISHI MARKANDESHWAR UNIVERSITY, SADOPUR-AMBALA

(Established under Haryana Govt. Act. No. 29 of 2010 and approved under Section 22 of the UGC Act, 1956)



FIRST ORDINANCE

MAHARISHI MARKANDESHWAR UNIVERSITY, SADOPUR-AMBALA
(Established under Haryana Govt. Act. No, 29 of 2010 and approved under Section 22 of the UGC Act, 1956)

FIRST ORDINANCES

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MAHARISHI MARKANDESHWAR UNIVERSITY, SADOPUR-AMBALA

(Established under Haryana Govt. Act. No. 29 of 2010 and approved by the UGC under Section 22 of the UGC Act, 1956)

CHAPTER -I**CONSTITUTION AND FUNCTIONING OF THE FACULTIES**

- | | | |
|----|--|--|
| I | Faculties of the University. | <p>There shall be the following faculties, namely:</p> <ol style="list-style-type: none"> (1) Faculty of Engineering & Technology (2) Faculty of Business Studies (3) Faculty of Medical Sciences (4) Faculty of Dental Sciences (5) Faculty of Physiotherapy & Rehabilitation (6) Faculty of Pharmaceutical Sciences (7) Faculty of Nursing |
| II | Assignment of Institutes/ Colleges/ Schools/ Departments to the Faculty. | <p>The following shall be the Institutes/Colleges/Schools of Studies/ Departments assigned to various Faculties:</p> <ol style="list-style-type: none"> 1. Faculty of Engineering & Technology <ol style="list-style-type: none"> (1) School of Engineering & Technology <ol style="list-style-type: none"> (a) Department of Biotechnology (b) Department of Chemistry (c) Department of Civil Engineering (d) Department of Computer Science & Engineering (e) Department of Electrical Engineering (f) Department of Electronics & Communication Engg. (g) Department of Electronics & Instrumentation Engg. (h) Department of Humanities & Social Sciences (i) Department of Information Technology (j) Department of Mathematics (k) Department of Mechanical Engineering (l) Department of Machatronics (m) Department of Physics (2) School of Computer Technology (3) School of Architecture 2. Faculty of Business Studies <ol style="list-style-type: none"> (1) School of Business Studies (2) School of Hotel Management & Catering Technology 3. Faculty of Medical Sciences <ol style="list-style-type: none"> (1) School of Medical Sciences 4. Faculty of Dental Sciences <ol style="list-style-type: none"> (1) School of Dental Sciences & Research |

5. Faculty of Physiotherapy & Rehabilitation

- (1) School of Physiotherapy & Rehabilitation

6. Faculty of Pharmaceutical Sciences

- (1) School of Pharmacy

7. Faculty of Nursing

- (1) School of Nursing

- III (1) Each of the faculties shall consist of the following: Constitution of Faculties.
- (i) Dean of Faculty : Chairman
 - (ii) Heads of the Institutes/Colleges/Schools/Departments included in the Faculty.
 - (iii) All the Professors in various Institutes/Colleges/Schools/Departments included in the Faculty.
 - (iv) One Associate Professor from each of the Institutes/Colleges/Schools/Departments included in the faculty to be nominated by the Vice-Chancellor, on rotation by seniority, for **a term of two years**.
 - (v) One Assistant Professor from each of the Institutes/Colleges/Schools/Departments included in the faculty to be nominated by the Vice-Chancellor, on rotation by seniority, for **a term of two years**.
 - (vi) Two outside experts in each of the Faculties preferably not more than one from the same subject/specialization, to be nominated by the Vice-Chancellor from the panel recommended by the Dean for **a term of two years**.
- (2) The Registrar shall be the Secretary of each Faculty.
- (3) Two-fifths of the members in each faculty shall form the quorum.
- (4) Any member who ceases to hold the qualification by virtue of which he was appointed to the Faculty shall cease to be the member thereof.
- (1) There shall be a Dean of each faculty who shall be appointed from amongst the Directors/Principals/Professors of the University by the Chancellor on the recommendation of the Vice-Chancellor for **a term of two years**. In case no Professor is available in any faculty, an Associate Professor can be appointed as Dean of the faculty.
- (2) The Dean shall preside at the meetings of the Faculty. In the absence of the Dean, the Senior-most Professor amongst Head of the Department shall act as Chairman.
- (3) Meetings of Faculties shall be held at least **once a year**.
Provided that no meeting shall be called without the prior approval of the Vice-Chancellor.
- (4) The Dean, shall, not less than ten clear days previous to each meeting of the Faculty, issue to each member a notice, stating the time and place of the meeting alongwith the Agenda. An emergent meeting could, however, be called at a shorter notice with the permission of the Vice-Chancellor.
- (5) Supplementary Agenda and new proposals can be included in Agenda of the meeting with the permission of the Chairman.
- (6) All the matters in the meetings shall be decided by a majority of the Votes of the members present. In the case of tie, the Chairman shall have a casting vote.

- (7) The Proceedings of the meetings shall be circulated within fifteen days after the meeting.
 - (8) The Dean shall be responsible for execution of the decisions of the faculty and coordination of teaching and research therein.
 - (9) The Dean shall have the right to be present and to take part in discussion at any committee of the faculty.
- IV Powers of Faculties. Subject to the control of the Academic Council, the powers of the faculty shall be;
- (1) to coordinate the teaching and research work of the University in the Institutes/Colleges/Schools/Departments assigned to the faculty;
 - (2) to recommend to the Academic Council courses of studies and syllabi for the different examinations after necessary report from the Board of Studies;
 - (3) to receive reports from the Institutes/Colleges/Schools/ Departments for the creation and abolition of posts and to forward them to Academic Council with such recommendations as it deems fit;
 - (4) to discuss and suggest to the Academic Council schemes for the advancement in the standards of teaching, research and examinations;
 - (5) to deal with any other matter that may be referred to it by the Academic Council.
- V Whenever required inclusion of any new faculty and/or new Institute/College/School/ Department and other consequential amendments to the relevant provisions can be made with the approval of the Chancellor.

CHAPTER -II

CONSTITUTION AND FUNCTIONING OF THE BOARDS OF STUDIES

Constitution of Board of Studies:

Every Department/Institute included in a Faculty shall have a Board of Studies which shall consist of the following:

1. Director/Principal of the Institute/ (Chairman)
Head of the Department
2. All Professors of the Institute/Department
3. Two Associate Professors/
Readers of the Institute/Department, by
rotation on seniority
4. Two Assistant Professors/Lecturers of the
Institute/Department, by rotation on seniority
5. Not more than two outside experts to be co-opted for their expert knowledge including those
belonging to profession or industry.

Powers and Functions of the Board of Studies:

- (1) Subject to the control of the Academic Council, each Board of Studies shall perform the following functions:
 - (i) To recommend to the Academic Council, through the Faculty concerned Schemes of examinations and syllabi of various courses; Course Work for research degree courses in the respective disciplines.
 - (ii) To recommend to the Academic Council persons suitable for appointment as Paper-Setter/Examiners, Evaluators/Re-evaluators, and Examiners for practical Examinations, etc., in the subjects with which Board of Studies deals.
 - (iii) To make recommendations in regard to course of studies and examinations in the subjects with which it deals.
 - (iv) To take steps for formulation, standardizing and updating of syllabi for various courses and to recommend the reference and text books for the guidance of teachers and students, in the prescribed syllabi of various courses.
 - (v) To consider the synopses and recommend to Academic Council the names of Supervisors and the topics of Research students for carrying on research leading to the award of M.Phil/Ph.D degree in respective disciplines; and to recommend Names for appointment of Examiners for evaluation of the theses submitted by the Research Students in the discipline concerned.
 - (vi) The Board of Studies shall deal with any other matter that may be referred to it by the Faculty /Academic Council.
- (2) In the absence of the Regular Board of Studies for any discipline, an Ad-hoc Committee may be constituted by the Vice-Chancellor to discharge the functions of the Board of Studies in the same manner.

Conduct of Meetings of the Board of Studies:

- (3) The Head of the Department /Institute shall act as Chairperson at the meetings of the Board.
- (4) **Two- fifth** of the members shall form the **quorum**. Provided that if the total membership of any Board is three, two members shall form the quorum.
- (5) The Chairperson of the Board of Studies will ordinarily not less than seven days previous to a meeting of the Board, issue to each member, a notice stating the time and date of the meeting alongwith agenda.
- (6) Essential items which could not be circulated as a part of the main Agenda may be included in the Supplementary Agenda to be circulated/placed on the Table at the time of the meeting.
- (7) A Board may dispose of its business by meetings or by circulation or by both.

- (8) Every Board shall meet at least once in an academic session. Efforts will be made to include all the pending issues which require consideration by the Board during the Session in the Agenda of the meeting of the Board. Provided that next meeting shall be called with the prior approval of the Vice-Chancellor or a functionary authorized by the University for the purpose.
- (9) Every issue shall be decided by a majority of the votes of the members present. In the case of votes, being divided equally, the Chairman shall have the casting vote in addition to his own vote as member.
- (10) The minutes of the meetings of the Board of Studies will be circulated to the Members and the Branches concerned alongwith Annexures as expeditiously as possible preferably within seven days of the meeting. Minutes of the previous meeting should be got confirmed in each meeting under first item of the Agenda.
- (11) Complete record of the Agenda and Minutes of all the meetings of the Boards with all Enclosures/Annexures should be maintained.

Nomination of Members:

- (12) (i) Only Members nominated by the Vice- Chancellor in keeping with the provision of the rules should attend the meeting of the Boards of Studies except where any teacher has been co-opted for any specific item without any voting right.
- (ii) Since the nomination of internal Faculty (other than ex- officio Members) is on seniority by rotation and by name by the virtue of the positions held by them, the names for nomination of internal faculty should be recommended to the office only on seniority by rotation for nomination by the Vice- Chancellor.
- (iii) Only senior faculty from the reputed Institution/University or Industry preferably from different specializations of the subject in the neighboring region, avoiding the repetition, should be recommended for nomination as External Experts on Board of Studies to the Vice-Chancellor. For each vacancy at-least two names should be recommended for nomination as External Experts to the Vice-Chancellor.

Syllabi & Scheme of Examinations:

- (13) Syllabi and Scheme of Examinations of all the courses should be got prepared and approved from the respective Board of Studies well in time so as to ensure timely approval by the Faculty and the Academic Council before the commencement of the coming Academic Session. While getting the Syllabi and Schemes of Examinations approved from the Board of Studies, it should be ensured that every component of the syllabi like division of syllabi of each paper in units; maximum marks/Credit allocated to each paper; pass marks; time allowed to students for attempting the Question Papers; marks allocated for Internal Assessment/ Sessionals; Instructions for the Paper setters/Examiners, Instructions for the students, Number of questions to be given in the Question Paper and Number of questions to be attempted by the examinees, marks allocated to each of the questions, etc. should be properly indicated.

Panels of Paper- setters/Examiners:

- (14) (i) The classwise panels of names of the Paper-setters/Examiners/Re-evaluators, etc. should be drawn in the meeting of the Board of Studies itself and are not to be circulated as a part of the agenda or the minutes of the meetings of the Board of Studies.
- (ii) A copy of the complete set of panels of Paper-setters/Examiners/ Re-evaluators, etc. in the following format duly signed by the members of the Board of Studies are to be delivered, alongwith a copy of Resolution of the Board, direct in the office of the Controller of Examinations in a **confidential/ sealed cover** who shall get the same approved from the Academic Council of the University:

Sr. No.	Class	Name and Code of the Paper	Name, Designation, Institute and communication Address of the paper-setters/ Examiners	Phone/Mobile/ Fax/E.Mail

- (iii) Only senior teachers fulfilling the eligibility conditions for appointment of Paper-setters, preferably from the reputed Institutes/Universities in the neighboring region, should be recommended as Paper-setters/ Examiners, etc.

- (iv) For each of the papers at least four External and two alternative Internal names or as specified under the relevant Ordinance/Rule be recommended as Paper-setters, strictly maintaining the secrecy of the names recommended. The repetition of name of the same examiner be avoided.
 - (v) Neither any of the members of the Board of Studies whose any of the near relations has been appearing in the University examination shall participate in the meeting of the Board of Studies at the time of consideration of names of the Paper-setters/Examiners/Re-evaluators for the said specific class nor the name of any such person shall be recommended for appointment as Paper-setters/Examiners/Re-evaluators by the Board or otherwise.
- (15) The recommendations of the Departmental Research Committee for the admission of candidate for carrying on research for the Ph.D. Programme should be placed before the Board of Studies concerned together with Topic, Synopsis and name of the Supervisor in each case for consideration by the Board; (ii) At least six names of Examiners from the relevant specializations should be recommended for evaluation of Ph.D Thesis who should be senior professors from reputed Institutes/ Universities with at-least three names from the Institutes/Universities located outside the State.

CHAPTER -III

BACHELOR OF TECHNOLOGY (B.Tech.) PROGRAMME

- 1.1 The Bachelor of Technology Degree Course shall extend over a minimum period of four academic years except in the case of Lateral Entry Admissions in which the minimum duration of the course shall be three academic years. Each academic year shall be divided into two semesters. Each semester shall have actual teaching for a minimum of 90 days excluding admission, preparation and examination days.

The examination for the First, Third, Fifth, Seventh semesters shall ordinarily be held in the month of December/ January and for the second, fourth, sixth and eighth in the month of May/June on such dates as may be fixed by the Vice-Chancellor and notified by the Controller of Examinations.

- 1.2 The Bachelor of Technology Programme shall be imparted in the following disciplines:-

- (i) Computer Science & Engg.
- (ii) Electronics & Communication Engg.
- (iii) Mechanical Engg.
- (iv) Civil Engg.
- (v) Computer Technology

In addition to above, more disciplines in B.Tech. can be added with the approval of the Vice-Chancellor and Academic Council.

- 2.1 A candidate will be eligible to be considered for admission to the First Semester of this course only if he/she fulfills the following requirements:

i) That the candidate has passed with minimum of 45% marks (40% in the case of candidate belonging to reserved category) in the Senior Secondary Certificate (10+2) Examination with at least five subjects from any recognized Board/University without any pending compartment/ re-appear with Physics and Mathematics as compulsory subjects along with anyone of the following subjects:

- (a) Chemistry;
- (b) Bio-Technology;
- (c) Computer Science;
- (d) Biology;

However, for admission to B.Tech. (Bio-Technology), the candidates with Physics, Chemistry and Biology or Bio-Technology shall be considered if otherwise eligible for this course.

OR

ii) That the candidate has passed Diploma Course in Engineering/Technology of 3-year duration or more from a recognized Board/University or its equivalent Diploma Examination with minimum of 45% marks (40% in the case of candidate belonging to reserved category)

- 2.2 The admission will be made on the basis of merit of all India rank of AIEEE/or any other entrance test adopted/conducted by the University.

3. Each candidate admitted to B.Tech. Programme shall have to qualify a mandatory subject of Environmental Studies either in 1st Semester or 2nd Semester of B.Tech. Programme. The course of Environmental Studies will have maximum marks of 100 with 60 marks for End-Semester /Annual Examination and 40 marks for continuous Assessment/Sessionals. The break-up of Sessional marks will be as follows:-

- (i) Attendance & Class Performance : 40% (16 marks)
- (ii) Class Test : 40% (16 marks)
- (iii) Class Work/Field Visit : 20% (8 marks)

The marks obtained by the candidate in this subject will be shown in his/her Detailed-Marks-Card/Grade Card.

- 4.1 Admission on migration to the **third Semester** may be allowed in the beginning of the Session, to the candidates who are permitted to migrate to this University.

- 4.2. Candidates with Diploma of 3 years (after Matric), Diploma of 2-Years (after 10+2), 2-years Certificate Course (after Matric) Plus Diploma of 2-years or of more duration may be allowed lateral entry at 3rd Semester level of B.Tech. Degree Programme. Such candidates will be considered for admission to the 3rd semester of B.Tech. in the respective discipline of Engineering under Lateral Entry Scheme only if they have passed Diploma Course in any discipline from a recognized Board/University with at least 50% marks (45% in the case of candidate belonging to reserved category) in aggregate.

OR

That he/she has passed the Degree in Science (B.Sc.) with Mathematics as one of the subjects with a minimum of 50 % marks (45% in the case of candidate belonging to reserved category) in aggregate.

- 5.1 At the end of each Semester there shall be an examination wherein candidates may be examined in the courses prescribed for that semester. Each Semester Examination shall be designated as First Semester Examination, Second Semester Examination, and Third Semester Examination and so on.
- 5.2 The last date(s) by which examination forms must reach the Controller of Examination shall be as fixed by the Vice-Chancellor and notified by the Controller of Examinations.

However, in case of late declaration of result by this University, forms can be submitted without late fee within 25 days of the declaration of result.

6. The first and subsequent semesters examination shall be open to a regular student who:-
- has passed the requisite qualifying examination as laid down in Clause 2.1 or 4.2 as the case may be, if he is a candidate for the first semester examination, or, has passed the preceding semester examination if he is a candidate for the second/ third/ fourth/ fifth/ sixth/ seventh/ eighth semester examination, as the case may be. This is, however, subject to Clause 10 below.
 - has his name submitted to the Controller of Examinations by the Principal of the College/Institute and produces the following certificates signed by the Principal of the College/Institute:-
 - of good character;
 - of having remained on the rolls of the college/institute of this university for the semester preceding the examinations;
 - of having attended not less than 75% of the total number of lectures delivered in each subject/paper(s). This requirement shall be fulfilled separately for each course of study. The attendance shall be counted upto the date of commencement of preparatory holidays *i.e.* 10 days before the commencement of the examination.

The Principal of the College/Institute is empowered to condone the shortage of attendance upto 10% of the total lectures delivered in each subject/paper(s) in exceptional cases.

Provided that the candidate who has not attended the requisite number of classes for any subject(s) will be eligible to appear in examination in the remaining subjects. Provided further that a candidate who is deficient in attendance shall have to repeat those courses in which he/she is deficient in the immediate subsequent session.

7. 40% marks in each theory paper shall be assigned for Internal Assessment/Sessional and 60% marks in each paper for end-semester examination shall be reserved. However, for Practical courses 60% marks shall be reserved for internal assessment and 40% marks for end-term examination.
8. The courses of the study and the subjects of examinations shall be as approved by the Academic Council from time to time. The syllabi shall be, in principle, in consonance with the requisites of the concerned regulatory bodies, if any. The examination shall consist of:-
- Theory Papers:-** Theory papers to be set by the External Paper-Setters taken from the panel recommended by the respective board of studies and approved by the Academic Council every year. The Answer books shall be evaluated by the External/Internal Examiner(s).
 - Practical Examination:-** Examinations in practical / viva-voce shall be conducted jointly by the External/Internal Examiners taken from the panel recommended by the respective Board of Studies and approved by the Academic Council.

- (c) **Sessional:-** Sessional work to be evaluated by the teachers concerned based on the work done during the semester on the basis of the following weightages:-

I For Theory Subjects:

(i) Class test (Two best of three)	40%
(ii) Attendance & Class Performance	40%
(iii) Class Work	20%

II For Practical/Project Courses:

(i) Viva-Voce/Test	20%
(ii) Laboratory Record	20%
(iii) Attendance & Class Performance	40%
(iv) Class work	20%

For seminar courses the marks will be awarded by the teacher in-charge of the seminar and for comprehensive viva- voce, the marks will be awarded by a committee of three teachers appointed by the Head of the Department concerned.

The maximum attendance for calculation of attendance component of sessional marks shall be 90% of total scheduled periods. Provided further the Principal concerned will give attendance to the extent of 10% for the award of sessional marks on account of the following, only on the recommendation of the teacher concerned:-

- (i) Participation in Sports/Games/Cultural activities etc. certified by the Head of the Institute/College/Department.
- (ii) Taking a competitive examination/appearing in interviews held by Govt. Organizations/Public Ltd. Companies subject to the satisfaction of the Head of the Institute/College/Department.

The marks in the sessional work shall be awarded by the teachers concerned and countersigned by the Head of the Institute/College and the same be forwarded to the Controller of Examinations of the University one week before the commencement of examination of the Semester.

9. A candidate not covered under Clause 10 below, whose result is declared late for no fault of his/her, should attend classes of the next higher Semester. Provided that his/her attendance shall be counted from the date a candidate started to attend his/her classes or the date of declaration of result, whichever is earlier.
10. If a candidate has after attending the course of studies in the college and being eligible, either not appeared or appeared in any semester Examination and failed in one or more courses for that examination, he/she can appear for such course(s) at subsequent examinations without attending a fresh course of studies for that semester in the college according to syllabus for regular student in force. Such a candidate may, in the meantime, proceed his/her studies for the next higher semester (s) and appear in the examination(s) for the same along with the examination for the lower semester(s).

Provided that after completion of their studies for the whole duration of the course upto eighth semester, the candidates will be allowed to appear in the examination as an Ex-student for the left out paper(s).

Provided still further that a candidate who fails to pass the B.Tech Examination within a period of eight years (six years in respect of candidates admitted under Clause 4.2) his/her admission to the course shall be deemed to be unfit for the Bachelor of Technology course at this University.

11. Candidates shall be examined according to the scheme of examination and syllabus as approved by the Academic Council from time to time. A candidate who fails in an examination, or having been eligible fails to appear in an examination, shall take the examination according to the syllabus prescribed for regular students appearing for that examination.
12. The minimum pass marks for any Semester Examination shall be:-
 - (i) 40% in each written paper.
 - (ii) 40% in the aggregate of sessional and examination marks for each theory subject.
 - (iii) 40% in each practical examination/viva –voce examination.
 - (iv) 40% in aggregate of sessional marks and examination marks for each practical subject.

Provided that a candidate, who fails to obtain the requisite marks in aggregate of sessional and examination marks as provided in 12 (ii) & 12 (iv) above, shall be required to re-appear in the examination in the concerned subject in the subsequent examination (s).

13. The candidate is required to obtain Pass Marks in each of the Theory and Practical papers in aggregate of the external and internal assessment/sessionals subject to obtaining pass marks separately in each paper of external examinations. The internal assessment award of any candidate who fails in one or more papers of any semester examination shall be carried forward to the next examination. He/she will, however, have the option to improve his/her marks of sessional examinations at the time of appearing in the Re-appear Papers.
14. A candidate who has passed the B.Tech. examination of this University and is desirous of improving his/her division will be allowed to appear in theory and sessional examinations in a maximum of six papers of 6th to 8th Semesters within one year (the next two Semester examinations) after passing the B.Tech. Course. In case he/she fails to improve his/her division, the previous result will stand.

15.1 CREDIT-BASED SYSTEM OF EVALUATION:

Credit - based system followed in the University in order to determine the division & performance of a candidate will be as under:-

(i) CREDIT COUNTS:-

All courses would have a credit count and teaching of subjects would be reckoned in terms of Credits. The number of credits of a course shall ordinarily be calculated as under.

- a) **LECTURES/TUTORIALS:** One Lecture period per week shall be assigned One Credit. For one Tutorial period per week, HALF a credit is to be assigned.
- b) **PRACTICALS:** One lab period per week shall be assigned HALF a credit.
- c) **SEMINAR/GROUP DISCUSSION:** One Credit each.
- d) **MINOR PROJECT:** One project period per week shall be assigned HALF a Credit.
- e) **MAJOR PROJECT:** One project period per week shall be assigned HALF a Credit.
- f) The Four credits are fixed for the courses like **FIELD TRAINING, COMPREHENSIVE VIVA-VOCE and GENERAL FITNESS & PROFESSIONAL APTITUDE.**

15.2 GRADING:-

The Academic Performance of a candidate shall be graded on a **TEN-POINT SCALE**. The award of Grades based upon marks obtained out of 100 shall be made as follows:

MARKS		GRADE		MARKS
85	≤ and above upto	A+	≤	100
75	≤ and above upto	A	<	85
65	≤ and above upto	B	<	75
50	≤ and above upto	C	<	65
40	≤ and above upto	D	<	50
		E	<	40

- (ii) Letter grade will be awarded to the candidates. Each letter grade indicates the level of performance in the course and has a grade point for purpose of computing the **Semester Grade Point Average (SGPA) / Cumulative Grade Point Average (CGPA)** as given below:

Letter Grade	Performance	Grade Point
A+	Outstanding	10
A	Excellent	9
B	Very Good	8
C	Good	7
D	Satisfactory	6
E	Fail	-

SGPA:- indicates the performance of the student in the current semester and is computed as below:

SGPA=Grade points earned in the current semester/ Total credits in the semester.

CGPA:-

It indicates the performance of a student since his/her entry into the course including the current semester.

CGPA is the weighted average of all the grades awarded to a student since his entry into the University upto and including the latest Semester and computed as follows :-

$$CGPA = \frac{\sum C_i G_i}{\sum C_i}$$

= Total Grade Points earned since his entry/total credits

Where C_i denotes credits assigned to the i^{th} course and G_i indicates the grade point equivalent to the letter grade obtained by the candidate in the i^{th} Course.

Provided that in the case of a candidate admitted under Clause 4.2 the SGPA (Semester Grade Point Average) obtained by him in third to eight semester examinations only will be taken into account.

- (iii) The division obtained by each student is classified on the following basis:

Division	CGPA
First with Distinction	8.0 or more
First	6.75 or more but less than 8.0
Second	Below 6.75

- (iv) In order to compare the students of this University vis-à-vis other Universities where percentage of marks are shown in the final result, the following conversion formula will be used for calculating the percentage of marks from CGPA:

Percentage of marks obtained by a student = (9.0 x CGPA)

16. The medium of instruction and examination shall be English.
17. The amount of examination fee to be paid by a regular/re-appear candidate for each semester Examination shall be as prescribed by the University from time to time.
18. At the end of each Semester Examination, the Controller of Examinations shall publish the results, provided that in case where candidate who was permitted to take examination for higher Semester under Clause 10 above has not cleared the lower Semester Examination, his/her result for the higher Semester examination will be declared provisionally.
19. Notwithstanding the integrated nature of this course which is spreadover more than one academic year, the Ordinance in force at the time a student joins the course shall hold good only for the examination held during or at the end of that academic year and nothing in this Chapter shall be deemed to debar the University from amending the Ordinance/Rules and the amended Ordinance/Rules, if any, shall apply to all students whether old or new.

CHAPTER -IV**BACHELOR OF ARCHITECTURE (B.ARCH.) PROGRAMME**

- 1.1 The Bachelor of Architecture (B.Arch.) Degree Course shall extend over a period of **five** academic years divided into ten semesters. The ten semesters shall further be grouped in two stages viz. Stage-I from first to sixth semester and Stage-II from seventh to tenth semester out of which ninth and tenth semesters will be fully devoted for the practical training. Each academic year shall be divided into two semesters. Each semester will be of about 16-18 weeks duration.
- 1.2 A candidate will be eligible to be considered for admission to the first semester of this course only if he/she fulfills the following requirements:
 10+2 examination or equivalent from a recognized Board preferably with five subjects offered including Mathematics and English in the examination, with at least 50% marks in aggregate;
 OR
 10+3 Diploma (any stream) recognized by Central/State Governments with 50% aggregate marks;
 OR
 International Baccalaureate Diploma, after 10 years of schooling, with not less than 50% marks in aggregate and with Mathematics as compulsory subject of examination,
and
 Having qualified of National Aptitude Test in Architecture (NATA) conducted by the Council of Architecture (COA).
- 1.3 **Weightage:**
 The following shall be the weightage:
 Architectural Aptitude (NATA): -50% (Maximum)
 Qualifying Examination: -50% (Maximum)
i.e. 10+2 OR 10+3 years Diploma recognized by the Central /State governments or IB Diploma and/or other test.
 The Institution shall not give weightage of more than 50% marks of Aptitude Test in Architecture in the matter of admissions.
2. The last date(s) by which examination forms must reach the Controller of Examinations shall be as fixed by the Vice-Chancellor and notified by the Controller of Examinations.
3. The first and subsequent semester examination shall be open to a regular student who:-
- (i) has passed the requisite qualifying examination as laid down in Clause-1.2, if he is a candidate for the first semester examination, or, has passed the preceding semester examination if he is a candidate for the second/ third/ fourth/ fifth/ sixth/ seventh/ eighth /ninth semester examination, as the case may be. This is, however, subject to Clause 7 below;
 - (ii) has his name submitted to the Controller of Examinations by the Head of the Institution and produces the following certificates signed by the Head of the Institution:-
 - (a) of good character;
 - (b) of having remained on the rolls of the Institution of this university for the semester preceding the examinations;
 - (c) of having attended not less than 75% of the total number of lectures delivered in each subject/paper(s). This requirement shall be fulfilled separately for each subject/paper. The attendance shall be counted upto the date of commencement of preparatory holidays i.e. 7 days before the commencement of the examination.
- The Head of the Institution is empowered to condone the shortage of attendance upto 10% of the total lectures delivered in each subject/paper(s) in exceptional cases.
- Provided that the candidate who has not attended the requisite number of classes for any subject(s) will be eligible to take examination in the remaining subjects. Provided further that a candidate who is deficient in attendance shall have to repeat those courses in which he/she is deficient, in the immediate subsequent sessions.

Explanation:

For the purpose of counting of the last date when the classes shall break up for preparatory holidays, first day of the commencement of any semester examination will apply to all semester examinations and all semester classes will have the preparatory holidays from the same date, viz. 7 days before the date on which the first examination of any semester commences.

- 4.1 The Scheme of examination and Syllabi shall be as recommended by the Board of Studies and approved by the Academic Council from time to time.

The syllabi shall be, in principle, in consonance with the requisites of the Concerned regulatory bodies, if any. The examination shall consist of:-

- (a) **Theory Papers:** - Theory papers to be set by the External Paper- setters taken from the panel recommended by the Board of Studies and approved by the Academic Council for each examination. The Answer books shall be evaluated by the External Examiner(s).
- (b) **Practical Examination/viva voce:** - Examinations in practical/viva-voce shall be conducted jointly by the External/Internal Examiners taken from the panel recommended by the Board of Studies and approved by the Academic Council.
- (c) **Sessionals:-** The Sessional Work shall, as far as possible, be assessed by a panel of internal and external examiners as recommended by the Board of Studies and approved by the Academic Council, based on the work done during the semester on the basis of the following weightage:-

I For Theory Subjects:

(i)	Class test (Two best of three)	40%
(ii)	Class work	40%
(iii)	Class attendance*	20%

II For Practical/Studio Subjects:

(i)	Class Work	60%
(ii)	Class Test/viva voce (Two best of three)	20%
(iii)	Class attendance*	20%

*(Marks will be awarded proportionate to the attendance.)

For seminar courses, the marks will be awarded by the teacher in charge of the seminar and for comprehensive viva-voce, the marks will be awarded by a committee of three teachers appointed by the Head of the Institution concerned.

- 4.2 The maximum attendance for calculation of attendance component of sessional marks shall be 90% of total scheduled periods. Provided further that the Head of Institution will give attendance to the extent of 10% for the award of sessional marks on account of the following, on the recommendation of the teacher concerned:-
- i. Participation in Sports/Games/Cultural activities etc. certified by the Head of the Institution;
 - ii. Taking a competitive examination/appearing in interviews held by Govt. Organizations/ Public Ltd. Companies subject to the satisfaction of the Head of the Institution;
- 4.3 Final awards of Sessionals shall be examined by a Committee of one External examiner, one nominee of the Head of institution and concerned teacher which shall be countersigned by the Head of Institution and the same be forwarded to the Controller of Examinations one week before the commencement of examination of the Semester. Candidates who have passed in the internal assessment shall only be permitted to appear in the University examination.
5. Candidates shall be examined according to the Scheme of examination and Syllabi as recommended by the Board of Studies and approved by the Academic Council from time to time. A candidate who fails in an examination, or having been eligible, fails to appear in an examination, shall unless approved otherwise by the Academic Council, take the examination according to the syllabi prescribed for regular students appearing for the examination.

6. A candidate not covered under Clause 7 below, whose result is declared late for no fault of his/her, should attend classes of the next higher Semester.
- 7.1 If a candidate has after attending the course of studies in the Institution and being eligible, either not appeared or appeared in any semester Examination and failed in one or more subject(s)/paper(s) for that examination, he/she can appear for such subject(s)/paper(s) at subsequent examinations without attending a fresh course of studies for that semester in the institution according to syllabi for regular students in force. Such a candidate may, in the meantime, prosecute his/her studies for the next higher semester(s) and appear in the examination(s) for the same along with the examination for the lower semester(s).

Provided that a candidate shall be allowed to join the Stage II provisionally only when he/she has cleared all the papers from Semester I to Semester IV.

Provided further that a candidate shall be eligible to join eighth semester (Thesis Semester) only after he/she has cleared all the subjects prescribed for Stage-I i.e. from first to sixth semesters.

- 7.2 A candidate who has failed in one or more paper(s) of I and II, or III and IV, or V and VI Semesters shall be promoted provisionally to the III, V, VII Semesters, as the case may be, only if he/she has earned exemption in the papers as mentioned below:-

From Semester I & II to Semester III	If he/she has earned exemption in at least 50% papers of Semesters I and II (Theory and Practicals taken together)
From Semesters III and IV to Semester V	If he/she has earned exemption in at least 50% papers of Semesters III and IV (Theory and Practicals taken together)
From Semester V & VI to Semester VII	If he/she has earned exemption in at least 50% papers of Semesters V and VI (Theory and Practicals taken together)

- 8.1 The Practical Training of one year duration shall be carried out in the office of an experienced architect registered with Council of Architecture of trained professional of the relevant field in Stage-II. The practical training shall be supervised and evaluated by the Institution. The work done during 9th and 10th semester practical training shall be evaluated by External/Internal Examiners taken from the panel recommended by the Board of Studies and approved by the Academic Council.
- 8.2 A candidate, who has completed the prescribed Practical Training, but fails in the Practical Training Examination, will be required to re-appear for the same at the end of the extended period of training which shall be for a minimum period of six months.
9. The Architectural Thesis/Project will be initiated in the seventh semester and completed in the Eighth semester. The candidate shall submit a synopsis of his/her Thesis/Project in the Institution upto 31st August of the 7th semester for approval by a Committee consisting of Head of the Institution and two senior teachers in the respective subject of the Institution. The synopsis of the Thesis/Project shall be approved by committee upto 30th September, before the candidate is allowed to proceed with the Thesis Project. The architectural Thesis/Project shall be prepared under the guidance of an experienced teacher/qualified professional approved by the Head of the Institution. The University shall conduct the internal evaluation stages for the Architecture Thesis/Project with the guide as a Co-assessor. A jury comprising of an internal and external examiner and the guide shall conduct the final examination of the Architectural Thesis/Project in the University upto the end of the Eight Semester as a University examination.
10. A candidate who fails to pass the B.Arch. Examination within a period of **eight** years of his/her admission to the course shall be required to repeat the course de novo at this University. The candidates admitted to the course shall complete the First stage within **five** years of admission to the course.
11. The minimum pass marks for any Semester Examination shall be:-
- 45% marks in the internal assessment of each paper.
 - 45% marks in the External Examination including **viva-voce**
 - 50 % marks in aggregate in each semester.

12.1 CREDIT-BASED SYSTEM OF EVALUATION

Credit - based system followed in the University in order to determine the division & performance of a candidate will be, as under:-

CREDIT COUNTS:

All courses would have a credit count and teaching of subjects would be reckoned in terms of Credits. The number of credits of a course shall ordinarily be calculated as under:

- (a) **Lectures / studio work / tutorials:** One Lecture/Studio per week shall be assigned ONE Credit. For one Tutorial period per week, HALF a credit is to be assigned.
- (b) **Practicals:** One lab period per week shall be assigned HALF a credit.
- (c) **Architectural Thesis/Project:** Architectural Thesis/Project will be evaluated jointly by one External & one Internal Examiner. Successful completion of the Thesis/Project work will be mandatory for the award of degree.

12.2 GRADING

- i. The Academic Performance of a student shall be graded on a TEN-POINT SCALE. The award of Grades based upon marks obtained out of 100 shall be made as follows:

Marks		Grade		Marks
85	< and above upto	A+	<	100
75	≤ and above upto	A	<	85
65	≤ and above upto	B	<	75
50	≤ and above upto	C	<	65
45	≤ and above upto	D	<	50
		E	<	45

- ii. Letter grade will be awarded to the candidates. Each letter grade indicates the level of performance in the course and has a grade point for purpose of computing the Semester Grade Point Average (SGPA) / Cumulative Grade Point Average (CGPA) as given below:

Letter Grade	Performance	Grade Point
A+	Outstanding	10
A	Excellent	9
B	Very Good	8
C	Good	7
D	Satisfactory	6
E	Fail	-

SGPA: - indicates the performance of the student in the current semester and is computed as below:

SGPA=Grade points earned in the current semester/ Total credits in the semester.

CGPA:-

It indicates the performance of a student since his/her entry into the course including the current semester.

CGPA is the weighted average of all the grades awarded to a student since his entry into the University upto and including the latest Semester and computed as follows :-

$$CGPA = \frac{\sum C_i G_i}{\sum C_i}$$

= Total Grade Points earned since his entry/total credits.

Where C_i denotes credits assigned to the i th course and G_i indicates the grade point equivalent to the letter grade obtained by the candidate in the i th Course.

- iii. The division obtained by each student is classified on the following basis:

Division	C.G.P.A.
First with Distinction	8.0 or more
First	6.75 or more but less than 8.0
Second	Below 6.75

- iv. In order to compare the students of this University vis-à-vis other Universities where percentage of marks are shown in the final result, the following conversion formula will be used for calculating the percentage of marks from CGPA.

Percentage of marks obtained by a student = $(9.0 \times \text{C.G.P.A.})$

13. The medium of instruction and examination shall be English.
14. The amount of examination fee to be paid by a regular/re-appear candidate for each semester examination shall be as prescribed by the University from time to time.
15. At the end of each Semester Examination, the Controller of Examinations shall publish the results, provided that in case where a candidate who was permitted to take examination for higher Semester under Clause 7 above has not cleared the lower Semester Examination, his/her result for the higher Semester examination will be declared provisionally.
16. Notwithstanding the integrated nature of this course which is spread over more than one academic year, the Ordinance in force at the time a student joins the course shall hold good only for the examination held during or at the end of that academic year and nothing in this Chapter shall be deemed to debar the University from amending the Ordinance/Rules and the amended Ordinance/Rules, if any, shall apply to all students whether old or new.

CHAPTER -V
BACHELOR OF COMMERCE (HONS.) - [B.COM (H)] PROGRAMME
(Semester System)

- 1.1 The duration of the course leading to the Degree of Bachelor of Commerce (Hons.) [B.COM (H)] shall be three academic years. Each year shall be divided into two semesters. There shall be actual teaching for a minimum of 90 days in each Semester excluding admission, preparation and examination days. The examination for the First, Third, Fifth Semesters shall ordinarily be held in the month of December/January and for the Second, Fourth, Sixth Semesters in May/June, on such dates as may be fixed by the Vice-Chancellor and notified by the Controller of Examinations.
- 1.2 Supplementary Examination will be held for re-appear candidates having re-appear in not more than 50% papers of their semesters, as under:-

Semester	To be held
First Semester	Alongwith the Third Semester
Second Semester	Alongwith the Fourth Semester
Third & Fifth Semester	Alongwith or after the Fourth Semester
Fourth & Sixth Semester	Alongwith or after the Third Semester

- The dates fixed under this Clause shall be notified by the Controller of Examinations.
2. The last date(s) by which the examination forms and fees must reach the Controller of Examinations shall be as fixed by the University.
3. A person who has passed any of the following examinations with English as one of the subjects shall be eligible to join the B.Com. (H) Course:-
 Senior Secondary Certificate Examination (10+2 Standard) of any recognized Board with five subjects obtaining at least 40% marks in Commerce Group or Non-Commerce Group with any of the subjects of Economics/ Mathematics / Statistics.
4. Each candidate admitted to B. Com. (H) Programme shall have to qualify a mandatory subject of Environmental Studies either in 1st Semester or 2nd Semester of B. Com. (H) Programme. The course of Environmental Studies will have maximum marks of 100 with 60 marks for End-Semester /Annual Examination and 40 marks for continuous Assessment/Sessionals.

The break-up of Sessional marks will be as follows:-

- | | | |
|-------|--------------------------------|------------------|
| (i) | Attendance & Class Performance | : 40% (16 marks) |
| (ii) | Class Test | : 40% (16 marks) |
| (iii) | Class Work/Field Visit | : 20% (8 marks) |

- The marks obtained by the candidate in this subject will be shown in his/her Detailed-Marks-Card/Grade Card.
5. The First and Subsequent Semester Examination shall be open to a regular student who:-
- (i) has passed the requisite qualifying examination as laid down in Clause 3 above, if he/ she is a candidate for the First Semester Examination, **or**, has passed the preceding Semester Examination if he/ she is a candidate for the Second/Third/Fourth/Fifth/Sixth semester. This is, however, subject to Clause 8 below.
 - (ii) has his/ her name submitted to the Controller of Examinations by the Director/ Principal of the Institute concerned and produces the following certificates signed by the Director/ Principal of the Institute:-
 - (a) of good character;
 - (b) of having remained on the rolls of the Institute for the semester preceding the examination;
 - (c) of having attended not less than 75% of lectures delivered in each Paper, Seminars, Field Trips etc. This requirement shall be fulfilled separately for each course of study (course to be counted

upto the date of commencement of the preparatory holidays *i.e.* 7 days before the commencement of examination). A deficiency upto 10% may be condoned by the Director/Principal of the Institute in exceptional cases;

Provided that a candidate who has not attended the requisite percentage of lectures for any paper(s) will be eligible to take the examination in the remaining papers.

Explanation:

For the purpose of counting of the last date when the classes shall break up for the preparatory holidays, first day of the commencement of any semester examination will apply to all semester examinations and all semester classes will have the preparatory holidays from the same date *i.e.* 7 days before the date on which the first examination of any semester commences.

- 6.1 40% marks in each paper excluding Seminar/ Role Play Report and Viva-Voce shall be assigned for Internal Assessment. The break-up of marks shall be as under :-
- | | | |
|-------|---|-----|
| (i) | Sessionals | 40% |
| (ii) | Attendance & Class Performance | 40% |
| (iii) | Class participation, Assignments, Case Studies etc. | 20% |
- 6.2 The Principal of the Institute shall forward the Internal Assessment marks on the basis of Attendance, Periodical tests, Written Assignments, Case discussions, Field Trips etc. to the Controller of Examinations at least one week before the commencement of semester examination.
- 6.3 The Principal of the Institute will preserve the records on the basis of which the Internal Assessment awards have been prepared, for inspection, if needed by the University upto six months from the date of declaration of the Semester Examination results.
- 6.4 The candidate is required to obtain 40% Pass Marks in each of the Theory and Practical papers in aggregate of the external and internal assessment/sessionals subject to obtaining pass marks separately in each paper of external examinations. The Internal Assessment award of a candidate who fails in one or more papers of any semester examination shall be carried forward to the next examinations. He/ she will, however, be allowed to improve his/ her marks of sessional examinations at the time of appearing in the Re-appear Papers.
7. A candidate whose result is declared late for no fault of his/her, may either attend classes of the next higher semester provisionally at his/ her own risk and responsibility, subject to his/ her passing the concerned semester examination or join the classes of next higher semester within ten days of the declaration of the result. In such a case, the lectures will be counted from the date a candidate started attending classes or the date of declaration of result whichever is earlier.
- In case, a candidate fails to pass the concerned semester examination his/ her attendance/ Internal Assessment in the next higher semester in which he/ she was allowed to attend classes provisionally shall stand cancelled.
- 8.1 A candidate who has failed in not more than 50% paper(s) of I and II Semesters or III and IV Semesters shall be promoted provisionally to the III, V Semesters respectively, as the case may be, only if he/ she has earned exemption in the papers as mentioned below:
- | | |
|---|--|
| From Semesters I and II to Semester III : | If he has earned exemption in at least 50% papers (theory and practicals taken together) of Semesters I and II. |
| From Semesters III and IV to Semester V: | If he has passed all the papers of Semester I and II and has earned exemption in at least 50% papers (theory and practicals taken together) of Semesters III and IV. |
- While re-appearing in the examination the candidate shall be exempted from re-appearing in the paper(s), Seminar, Dissertation/ Project Report, Training Report and Viva-Voce in which he/ she has obtained at least 40% marks including the marks for Internal Assessment, wherever prescribed.
- 8.2 Subject to **Clause 15** below, a candidate who has failed in one or more paper(s) **or** having been eligible fails to appear in a semester examination shall be allowed two additional chances only to pass the semester examination.
9. Every candidate shall be examined according to the scheme of examination and syllabus as approved by the Academic Council from time to time. A candidate who fails in an examination or having been eligible fails to

- appear in an examination shall take the examination according to the Syllabus prescribed by the University for regular students appearing for that examination.
10. The Functional Viva shall be conducted after the Second, Fourth and Sixth Semester by internal teachers to be appointed by the Head of the Institute/ Department.
 11. The evaluation of the Sessional Work and Seminars shall be conducted by internal teachers to be appointed by the Principal of the Institute. The Principal of the Institute shall ensure that proper record of the same is maintained and made available to the student also at the appropriate time.
 12. The question papers will be set and answer books examined by the External examiner(s) approved by the Academic Council on the recommendation of the Board of Studies.
 13. The amount of examination fee to be paid by a regular/re-appear candidate for each semester shall be as prescribed by the University.
 14. The medium of instruction and examination shall be Hindi/English.
 15. A candidate for B.Com. (H) Degree must pass the whole course within a period of five years from the date of admission to first year of B.Com. (H), failing which he/ she will be required to repeat the B.Com. (Hons.) Course de- novo.
 16. The minimum grades to pass the examination in each semester shall be:
 - (i) D grade in each paper including Internal Assessment. However, the candidate must get minimum 40% marks in external examination.

17.1 CREDIT-BASED SYSTEM OF EVALUATION

Credit-based system followed in the University in order to determine the division and performance of candidates will be as under:-

(i) CREDIT COUNTS

All courses would have a Credit Count and teaching of subjects would be reckoned in terms of Credits. The number of credits of a course shall ordinarily be calculated as under:-

- (a) LECTURES/TUTORIALS: One Lecture period per week shall be assigned ONE credit. For one Tutorial period per week, HALF a credit is to be assigned.
- (b) PRACTICALS: One Lab. period per week shall be assigned HALF a credit.
- (c) SEMINAR/GROUP DISCUSSION: One Credit each.
- (d) DISSERTATION/PROJECT will have 4 credits. Dissertation/Project will be evaluated jointly by one External & one Internal Examiner. Successful completion of the Dissertation/Project work will be mandatory for the award of degree.

17.2 GRADING

The Academic Performance of a student shall be graded on a **TEN-POINT SCALE**. The award of Grades based upon marks obtained out of 100 shall be made as follows:

MARKS		GRADE		MARKS
85	≤ and above upto	A+	≤	100
75	≤ and above upto	A	<	85
65	≤ and above upto	B	<	75
50	≤ and above upto	C	<	65
40	≤ and above upto	D	<	50
		E	<	40

- i) Letter grade will be awarded to the candidates. Each letter grade indicates the level of performance in the course and has a grade point for purpose of computing the **Semester Grade Point Average (SGPA)/Cumulative Grade Point Average (CGPA)** as given below:

Letter Grade	Performance	Grade Point
A+	Outstanding	10
A	Excellent	9
B	Very Good	8
C	Good	7
D	Satisfactory	6
E	Fail	-

SGPA:- Indicates the performance of the student in the current semester and is computed as below:
Grade points earned in the current semester/ Total credits in the semester.

CGPA:-

It indicates the performance of a student since his/her entry into the course including the current semester.

CGPA is the weighted average of all the grades awarded to a student since his entry into the University upto and including the latest Semester and computed as follows :-

$$CGPA = \frac{\sum C_i G_i}{\sum C_i}$$

= Total Grade Points earned since his entry/total credits.

Where C_i denotes credits assigned to the i^{th} course and G_i indicates the grade point equivalent to the letter grade obtained by the candidate in the i^{th} Course.

- ii) The division obtained by each student is classified on the following basis:

Division	CGPA
First with Distinction	8.0 or more
First	6.75 or more but less than 8.0
Second	Below 6.75

- iii) In order to compare the students of this University vis-à-vis other Universities where percentage of marks are shown in the final result, the following conversion formula will be used for calculating the percentage of marks from CGPA.

Percentage of marks obtained by a student = (9.0 x CGPA)

18. After the termination of the examination, the Controller of Examinations shall publish the result of candidates as expeditiously as possible and issue Detailed-Grade-Sheet on having passed the Semester Examination.
19. Notwithstanding the integrated nature of this course, which is spread over more than one academic year, the Ordinance in force at the time a student joins the course shall hold good only for the examination held during or at the end of the academic year and nothing in this Chapter shall be deemed to debar the University from amending the Ordinance/Rules and the amended Ordinance/Rules, if any, shall apply to all students whether old or new.

CHAPTER -VI
BACHELOR OF BUSINESS ADMINISTRATION (B.B.A.) PROGRAMME
(Semester System)

- 1.1 The duration of the course leading to the Degree of Bachelor of Business Administration (B.B.A.) shall be three academic years. Each year shall be divided into two semesters. There shall be actual teaching for a minimum of 90 days in each Semester excluding admission, preparation and examination days. The examination for the First, Third, Fifth Semesters shall ordinarily be held in the month of December/January and for the Second, Fourth, Sixth Semesters in May/June, on such dates as may be fixed by the Vice-Chancellor and notified by the Controller of Examinations.
- 1.2 Supplementary Examination will be held for re-appear candidates having re-appear in not more than 50% papers of their semesters, as under:-

Semester	To be held
First Semester	Alongwith the Third Semester
Second Semester	Alongwith the Fourth Semester
Third & Fifth Semester	Alongwith or after the Fourth Semester
Fourth & Sixth Semester	Alongwith or after the Third Semester

- The dates fixed under this Clause shall be notified by the Controller of Examinations.
- 2 The last date(s) by which the examination forms and fees must reach the Controller of Examinations shall be as fixed by the University.
- 3.1 The minimum qualification for admission to the First Semester course shall be:-
 Senior Secondary Certificate Examination (10+2 Standard) with at least five subjects including English as one of the subjects in any discipline from Board / University or an examination recognized as equivalent thereto, by this University.
- 3.2 For Lateral Entry Admission to 3rd Semester:
 The candidate should have passed Diploma in any stream viz. 3 years after 10th or 2 years/one year after 10+2 or equivalent examination with 50% marks in aggregate.
4. Each candidate admitted to BBA Programme shall have to qualify a mandatory subject of Environmental Studies either in 1st Semester or 2nd Semester of BBA Programme. The course of Environmental Studies will have maximum marks of 100 with 60 marks for End-Semester /Annual Examination and 40 marks for continuous Assessment/Sessionals. The break-up of Sessional marks will be as follows:-
- | | | |
|-------|--------------------------------|------------------|
| (i) | Attendance & Class Performance | : 40% (16 marks) |
| (ii) | Class Test | : 40% (16 marks) |
| (iii) | Class Work/Field Visit | : 20% (8 marks) |
- The marks obtained by the candidate in this subject will be shown in his/her Detailed-Marks-Card/Grade Card.
5. The First and Subsequent Semester Examination shall be open to a regular student who:-
- (i) has passed the requisite qualifying examination as laid down in Clause 3 above, if he/ she is a candidate for the First Semester Examination, **or**, has passed the preceding Semester Examination if he/ she is a candidate for the Second/Third/Fourth/Fifth/Sixth semester. This is, however, subject to Clause 8 below.
 - (ii) has his/ her name submitted to the Controller of Examinations by the Director/ Principal of the Institute concerned and produces the following certificates signed by the Director/ Principal of the Institute:-
 - (a) of good character;
 - (b) of having remained on the rolls of the Institute for the semester preceding the examination;

- (c) of having attended not less than 75% of lectures delivered in each Paper, Seminars, Field Trips etc. This requirement shall be fulfilled separately for each course of study (course to be counted upto the date of commencement of the preparatory holidays i.e. 7 days before the commencement of examination). A deficiency upto 10% may be condoned by the Director/Principal of the Institute in exceptional cases;

Provided that a candidate who has not attended the requisite percentage of lectures for any paper(s) will be eligible to take the examination in the remaining papers.

Explanation:

For the purpose of counting of the last date when the classes shall break up for the preparatory holidays, first day of the commencement of any semester examination will apply to all semester examinations and all semester classes will have the preparatory holidays from the same date i.e. 7 days before the date on which the first examination of any semester commences.

- 6.1 40% marks in each paper excluding Seminar/ Role Play Report and Viva-Voce shall be assigned for Internal Assessment. The break-up of marks shall be as under:-
- | | | |
|-------|--|-----|
| (i) | Sessionals | 40% |
| (ii) | Attendance & Class Performance | 40% |
| (iii) | Class participation, Assignments,
Case Studies etc. | 20% |
- 6.2 The Principal of the Institute shall forward the Internal Assessment marks on the basis of Attendance, Periodical tests, Written Assignments, Case discussions, Field Trips etc. to the Controller of Examinations at least one week before the commencement of semester examination.
- 6.3 The Principal of the Institute will preserve the records on the basis of which the Internal Assessment awards have been prepared, for inspection, if needed by the University upto six months from the date of declaration of the Semester Examination results.
- 6.4 The candidate is required to obtain 40% Pass Marks in each of the Theory and Practical papers in aggregate of the external and internal assessment/ sessionals subject to obtaining pass marks separately in each paper of external examinations. The Internal Assessment award of a candidate who fails in one or more papers of any semester examination shall be carried forward to the next examinations. He/ she will, however, be allowed to improve his/ her marks of sessional examinations at the time of appearing in the Re-appear Papers.
7. A candidate whose result is declared late for no fault of his/her, may either attend classes of the next higher semester provisionally at his/ her own risk and responsibility, subject to his/ her passing the concerned semester examination or join the classes of next higher semester within ten days of the declaration of the result. In such a case, the lectures will be counted from the date a candidate started attending classes or the date of declaration of result whichever is earlier.
- In case, a candidate fails to pass the concerned semester examination his/ her attendance/ Internal Assessment in the next higher semester in which he/ she was allowed to attend classes provisionally shall stand cancelled.
- 8.1 A candidate who has failed in not more than 50% paper(s) of I and II Semesters or III and IV Semesters shall be promoted provisionally to the III, V Semesters respectively, as the case may be, only if he/ she has earned exemption in the papers as mentioned below:
- From Semesters I and II to Semester III : If he has earned exemption in at least 50% papers (theory and practical taken together) of Semesters I and II.
- From Semesters III and IV to Semester V: If he has passed all the papers of Semester I and II and has earned exemption in at least 50% papers (theory and practical taken together) of Semesters III and IV.
- While re-appearing in the examination the candidate shall be exempted from re-appearing in the paper(s), Seminar, Dissertation/ Project Report, Training Report and Viva-Voce in which he/ she has obtained at least 40% marks including the marks for Internal Assessment, wherever prescribed.

- 8.2 Subject to Clause 17 below, a candidate who has failed in one or more paper(s) **or** having been eligible fails to appear in a semester examination shall be allowed two additional chances only to pass the semester examination.
9. Every candidate shall be examined according to the scheme of examination and syllabus as approved by the Academic Council from time to time. A candidate who fails in an examination or having been eligible fails to appear in an examination shall take the examination according to the Syllabus prescribed by the University for regular students appearing for that examination.
10. The Functional Viva shall be conducted after the Second, Fourth and Sixth Semester by internal teachers to be appointed by the Principal of the Institute.
11. The evaluation of the Sessional Work and Seminars shall be conducted by internal teachers to be appointed by the Principal of the Institute. The Principal of the Institute shall ensure that proper record of the same is maintained and made available to the student also at the appropriate time
12. The question papers will be set and answer books examined by the External examiner(s) approved by the Academic Council on the recommendation of the Board of Studies.
- 13.1 The subject of Dissertation/Project and Supervisor will be as approved by the Committee consisting of senior teachers of the Institute including the Principal of the Institute provided the candidate will also submit his/ her synopsis indicating the thrust area of his/ her search to be under taken within one month of commencement of Fifth Semester.
- 13.2 The candidate shall be required to submit two copies of his/ her Dissertation/Project. The last date for receipt of Dissertation/Project in the office of the Controller of Examinations shall be 30th April, of the Sixth semester. The Dissertation/Project evaluation at the end of Sixth semester will comprise of Internal assessment (40% Marks) based on preparation of synopsis, day to day progress and pre-submission Seminar to be presented by the students and evaluation by an external examiner based on the review of the project report followed by viva-voce (60% Marks).
- 13.3 The marks obtained by the candidate for the Dissertation/Project shall be taken into account when he/she appears in any future examination under 'Re-appear' Clause 8 above.
14. Candidates for B.B.A. course shall be required to undergo about eight weeks Practical Training normally in the summer vacation after Fourth Semester Examinations are over, in a Business Enterprise, approved by the Principal of the Institute. The candidate shall give a certificate to the effect that the Summer Training Report submitted by the candidate is an original work of the candidate and is not similar to one which has already been submitted by other candidates. They shall be required to submit two copies of comprehensive Training Report upto 30th November of the Fifth Semester examination, for evaluation by Internal Examiner to be appointed by the Principal of the Institute.
15. The amount of examination fee to be paid by a regular/re-appear candidate for each semester shall be as prescribed by the University.
16. The medium of instruction and examination shall be Hindi/English.
17. A candidate must pass all the six semester examinations within a period of five years of his/her admission to the First Semester of B.B.A. Course failing which he/she will be required to repeat the whole course de novo.

18.1 **CREDIT-BASED SYSTEM OF EVALUATION**

Credit-based system followed in the University in order to determine the division and performance of candidates will be as under:-

(i) **CREDIT COUNTS**

All courses would have a Credit Count and teaching of subjects would be reckoned in terms of Credits. The number of credits of a course shall ordinarily be calculated as under:-

- (a) LECTURES/TUTORIALS: One Lecture period per week shall be assigned ONE credit. For one Tutorial period per week, HALF a credit is to be assigned.
- (b) PRACTICALS: One Lab. period per week shall be assigned HALF a credit.
- (c) SEMINAR/GROUP DISCUSSION: One Credit each.
- (d) DISSERTATION/PROJECT will have 4 credits. Dissertation/Project will be evaluated jointly by one External & one Internal Examiner. Successful completion of the Dissertation/Project work will be mandatory for the award of degree.

18.2 **GRADING**

The Academic Performance of a student shall be graded on a **TEN-POINT SCALE**. The award of Grades based upon marks obtained out of 100 shall be made as follows:

MARKS		GRADE		MARKS
85	≤ and above upto	A+	≤	100
75	≤ and above upto	A	<	85
65	≤ and above upto	B	<	75
50	≤ and above upto	C	<	65
40	≤ and above upto	D	<	50
		E	<	40

Letter grade will be awarded to the candidates. Each letter grade indicates the level of performance in the course and has a grade point for purpose of computing the **Semester Grade Point Average (SGPA)/Cumulative Grade Point Average (CGPA)** as given below:

Letter Grade	Performance Grade	Point
A+	Outstanding	10
A	Excellent	9
B	Very Good	8
C	Good	7
D	Satisfactory	6
E	Fail	-

SGPA:-

Indicates the performance of the student in the current semester and is computed as below:
Grade points earned in the current semester/ Total credits in the semester.

CGPA:- It indicates the performance of a student since his/her entry into the course including the current semester.

CGPA is the weighted average of all the grades awarded to a student since his entry into the University upto and including the latest Semester and computed as follows :-

$$CGPA = \frac{\sum C_i G_i}{\sum C_i}$$

= **Total Grade Points earned since his entry/total credits.**

Where C_i denotes credits assigned to the i^{th} course and G_i indicates the grade point equivalent to the letter grade obtained by the candidate in the i^{th} Course.

- ii) The division obtained by each student is classified on the following basis:

Division	CGPA
First with Distinction	8.0 or more
First	6.75 or more but less than 8.0
Second	Below 6.75

- iii) In order to compare the students of this University vis-à-vis other Universities where percentage of marks are shown in the final result, the following conversion formula will be used for calculating the percentage of marks from CGPA.

Percentage of marks obtained by a student = (9.0 x CGPA)

19. After the termination of the examination, the Controller of Examinations shall publish the result of candidates as expeditiously as possible and issue Detailed-Grade-Sheet on having passed the Semester Examination.
20. A successful candidate may publish his original result of the Dissertation (if any), if permitted by the Principal of the Institute as a paper in a Journal of repute.
21. Notwithstanding the integrated nature of this course, which is spread over more than one academic year, the Ordinance in force at the time a student joins the course shall hold good only for the examination held during or at the end of that academic year and nothing in this Chapter shall be deemed to debar the University from amending the Ordinance/Rules and the amended Ordinance/Rules, if any, shall apply to all students whether old or new.

CHAPTER -VII
BACHELOR OF COMPUTER APPLICATIONS (BCA)
(3-YEAR) PROGRAMME
(Semester System)

Notwithstanding anything contained in any other Ordinance with regard to the matters hereunder, the course of study for the degree of BCA of the University and the conditions for admissions thereto shall be as under:

1. The duration of the course leading to the degree of Bachelor of Computer Applications shall be three academic years. Each year shall be divided into two Semesters i.e. July to December and January to June. There shall be actual teaching of 90 days in each Semester excluding admission, preparation and examination days. The examination for First, Third & Fifth Semester will ordinarily be held in the month of December/January and for the Second, Fourth & Sixth Semesters in the month of May/June, on such dates as may be fixed by the Vice-Chancellor and notified by the Controller of Examinations.

Supplementary examinations will be held for Re-appear candidates, as under:-

Semester	When held
First Semester	Alongwith the Third Semester
Second Semester	Alongwith the Fourth Semester
Third & Fifth Semester	Alongwith or after the Fourth Semester
Fourth & Sixth Semester	Alongwith or after the Third Semester

- 2.1 A person who has passed Senior Secondary Certificate (10+2) examination with at least five subjects including the subjects of English and Mathematics from a recognized Board/University shall be eligible to join the first semester of the course.
- 2.2 For Lateral Entry Admission to 3rd Semester:
 The candidate should have passed Diploma in any stream viz. 3 years after 10th or 2 years/ 1year after 10+2 or equivalent examination with 50% marks in aggregate.
3. The First and subsequent Semester Examinations shall be open to a regular student who:-
 - (i) has passed the requisite qualifying examination as laid down in Clause 2, if he/she is a candidate for the First Semester Examination, or, has passed the preceding Semester Examination if he/she is a candidate for the Second/Third/Fourth/Fifth/Sixth Semester Examination. This is, however, subject to Clause 6 below.
 - (ii) has his/her name submitted to the Controller of Examinations by the Principal of the Institute and produces the following certificates signed by the Principal of the Institute:-
 - (a) of good character;
 - (b) of having remained on the rolls of the institute of this University for the Semester preceding the examinations;
 - (c) of having attended not less than 75% of the full course of lectures delivered in each paper, Practical etc. upto the last day when the classes break up for the preparatory holidays viz. 7 days before the commencement of the examinations;

Provided that a candidate who has not attended the requisite percentage of lectures will be eligible to take examination in the remaining papers.

Explanation:

For the purpose of counting of the last date when the classes shall break up for the preparatory holidays, first day of the commencement of any semester examination will apply to all semester examinations and all Semester classes will have the preparatory holidays from the same date, i.e. 7 days before the date on which the first examination of any semester commences.

4. Each candidate admitted to BCA Programme shall have to qualify a mandatory subject of Environmental Studies either in 1st Semester or 2nd Semester of BCA Programme. The course of Environmental Studies will have maximum marks of 100 with 60 marks for End-Semester and 40 marks for continuous Assessment/Sessionals. The break-up of Sessional marks will be as follows:-

i) Attendance & Class Performance	: 40% (16 marks)
ii) Class Test	: 40% (16 marks)
iii) Class Work/Field Visit	: 20% (8 marks)

The marks obtained by the candidate in this subject will be shown in his/her Detailed-Marks-Card/Grade Card.

5. The Principal of the Institute is empowered to condone the shortage of attendance up-to 10% of the total lectures delivered in each subject in exceptional cases on reasonable grounds.
- 6.1. A candidate who has passed the Semester I or II or III or IV or V, shall be eligible to join the next Semester II, III, IV, V, VI respectively of the course. This is, however, subject to Clauses 6.2, 6.3 and 7 below.
- 6.2. A candidate who has failed in one or more paper(s) of I and II, or III and IV Semesters shall be promoted provisionally to the III, V Semesters respectively, as the case may be, only if he/she has earned exemption in the papers as mentioned below:-

From Semester I & II to Semester III	If he/she has earned exemption in at least 50%papers (Theory and Practicals taken together) of Semesters I and II.
From Semesters III and IV to Semester V	If he/she has passed all the papers of Semesters I and II and has earned exemption in at least 50% papers (Theory and Practicals taken together) of Semesters III and IV.

- 6.3. A candidate who has failed in one or more paper(s) or having been eligible fails to appear in a semester examination shall be allowed two additional chances only, on the recommendation of the Principal of the Institute, to pass the Semester examination subject to Clause 7 below. Such a candidate may be exempted from re-appearing in the Papers/ Practicals/ Sessional in which he/she may have obtained at least 40% marks.
7. A candidate for the BCA Degree must pass the whole Course within a period of five **years** of his admission to the First Semester, failing which he/she will be required to repeat the course de novo.
8. The examination shall be held according to the Scheme of Examination and the Syllabus prescribed by the Academic Council. A candidate, who fails in an examination or having been eligible fails to appear at an examination, shall, unless approved otherwise by the Academic Council take the examination according to the Syllabus prescribed by the University for regular students appearing for that examination.

9.1 SESSIONALS:

40% marks in each theory paper and 60% marks in each practical paper shall be assigned for internal assessment. The Sessionals be evaluated by the teachers concerned based on the work done during the semester on the basis of the following weightages:

(a) For Theory Subjects:

(i) Class Tests (Two best of three)	40%
(ii) Attendance & Class Performance	40%
(iii) Class Work/Assignment/Case Studies	20%

(b) For Practical Subjects:

(i) Viva-Voce/Test	20%
(ii) Laboratory Record	20%
(iii) Attendance & Class Performance	40%
(iv) Class work	20%

- (c) **For Seminar Course**, the marks will be awarded by the Teacher In charge of the Seminar.

- 9.2 The candidate is required to obtain Pass Marks in each of the Theory and Practical papers in aggregate of the external and internal assessment/sessionals subject to obtaining pass marks separately in each paper of external examinations. The internal assessment award of any candidate who fails in one or more papers of any semester examination shall be carried forward to the next examination. He/she will, however, be allowed to improve his/her marks of sessional examinations at the time of appearing in the Re-appear Papers.
- 9.3 The Principal of the Institute shall forward the Sessional awards to the Controller of Examination at least one week before the commencement of Semester examination.
10. The Practical/Viva-Voce shall be conducted jointly by an External and Internal Examiner approved by the Academic Council on the recommendation of the Board of Studies.
11. The amount of examination fee for each Semester Examination shall be as prescribed by the University. A candidate who re-appears in one or more paper(s) shall pay fee as for the whole Semester Examination.
12. The medium of instruction and examination shall be Hindi/English.
13. The minimum number of marks required to pass the examination in each Semester shall be, as under:-
- 40% in each written paper/practical examination/ viva –voce examination.
 - 40% in the aggregate of Sessional and examination marks for each theory subject/ practical paper subject to obtaining Pass Marks separately in each paper of external examination.
- A candidate who fails in a Semester Examination shall be exempted from re-appearing in Paper(s) in which he/she may have obtained at least 40% marks.

14.1 CREDIT-BASED SYSTEM OF EVALUATION

Credit based system followed in the University in order to determine the performance of the candidates will be as under:-

CREDIT COUNTS:

All courses would have a Credit Count & teaching of subjects would be reckoned in terms of Credits. The number of credits of a course shall ordinarily be calculated as under:-

- LECTURES : One Lecture per week shall be assigned **ONE** credit.
- TUTORIALS : One Tutorial per week shall be assigned **HALF** a credit.
- PRACTICALS : One Lab. period per week shall be assigned **HALF** a credit.
- SEMINAR : **ONE** credit.

14.2 GRADING:

The Academic Performance of a student shall be graded on a TEN-POINT SCALE. The award of Grades based upon marks obtained out of 100 marks shall be made as follows:

<u>MARKS</u>		<u>GRADE</u>		<u>MARKS</u>
85	≤	A+	≤	100
75	≤	A	<	85
65	≤	B	<	75
50	≤	C	<	65
40	≤	D	<	50
		E	<	40

14.3 Evaluation/Results

At the end of the Semester, the students will be awarded a **Letter Grade** in each of the course taken during the semester depending of the total performance including Sessional tests, laboratory exercise, tutorial work, seminars, home assignments etc. as well as in the End Semester Examination.

- 14.4 Letter grade will be awarded to the candidates. Each letter grade indicates the level of performance in the course and has a grade point for purpose of computing the **Semester Grade Point Average (SGPA) / Cumulative Grade Point Average (CGPA)** as given below:

<u>Letter Grades</u>	<u>Performance</u>	<u>Grade Point</u>
A+	Outstanding	10
B	Excellent	9
C	Very Good	8
D	Good	7
E	Satisfactory	6
	Fail	To Re-appear

SGPA:- indicates the performance of the students in the current semester and it is computed as below:-

SGPA = Grade point earned in the current semester / total credits in the semester.

14.5 CALCULATION OF CUMULATIVE GRADE POINT AVERAGE (CGPA)

- (i) upto and including the latest semester and computed as follows:

$$\text{CGPA} = \sum C_i G_i / \sum C_i$$

Where C_i denotes credits assigned to i^{th} course and G_i indicates the Grade Point equivalent to the Letter Grade obtained by the student to the i^{th} course

Provided that when a student re-appears /repeats a course, then the new Grade will replace the earlier one for calculations of the CGPA.

- (ii) The division obtained by each student is classified on the following basis:

<u>Division</u>	<u>CGPA</u>
First with Distinction	8.0 or more
First	6.75 or more but less than 8.0
Second	Below 6.75

- (iii) In order to compare the students of this University vis-à-vis other Universities where percentage of marks are shown in the final result, the following conversion formula will be used for calculating the percentage of marks from CGPA:

$$\text{Percentage of marks obtained by a student} = (9.0 \times \text{CGPA})$$

- 15 After the termination of the examination, the Controller of Examinations shall publish the result of the candidate and issue Grade Card as expeditiously as possible.
16. Notwithstanding the integrated nature of this course, which is spread over more than one academic year, the Ordinance in force at the time a student joins the course shall hold good only for the examination held during or at the end of that academic year and nothing in this Chapter shall be deemed to debar the University from amending the Ordinance/Rules and the amended Ordinance/Rules, if any, shall apply to all students whether old or new.

CHAPTER -VIII
MASTER OF COMPUTER APPLICATIONS (MCA) 3-YEAR PROGRAMME
(Semester System)

1. The duration of the course leading to the degree of Master of Computer Applications (M.C.A.) shall be three academic years. Each year shall be divided into two Semesters i.e. July to December and January to May. There shall be actual teaching of 90 days in each Semester normally. The examination for First, Third & Fifth Semester will be held normally in the month of December/January and for the Second, Fourth & Sixth Semesters in the month of May /June, on such dates as may be fixed by the Vice-Chancellor and notified by the Controller of Examination.

Supplementary examinations will be held for Re-appear candidates, as under:-

Semester	When held
First Semester	Alongwith the Third Semester
Second Semester	Alongwith the Fourth Semester
Third & Fifth Semester	Alongwith or after the Fourth Semester
Fourth & Sixth Semester	Alongwith or after the Third Semester

2. A person who has passed one of the following examinations of any recognized University shall be eligible to join the First Semester of the Course :-

(i) Bachelor's Degree of minimum 3 years duration in any discipline with Mathematics at 10 + 2 level.

Or

(ii) Bachelor's Degree of minimum 3 years duration in any discipline with Mathematics/Statistics as one of the subjects.

Or

(iii) BCA Degree of minimum 3 years duration.

3. The First and subsequent Semester Examinations shall be open to a regular student who:-

(i) has passed the requisite qualifying examination as laid down in Clause 2, if he/she is a candidate for the First Semester Examination, or, has passed the preceding Semester Examination if he/she is a candidate for the Second/Third/Fourth/Fifth/Sixth Semester Examination. This is, however, subject to Clause 5 below.

(ii) has his/her name submitted to the Controller of Examinations by the Principal of the Institute and produces the following certificates signed by the Principal of the Institute:-

- (a) of good character;
- (b) of having remained on the rolls of the constituent institutions of this University for the Semester preceding the examinations;
- (c) of having attended not less than 75% of the full course of lectures delivered in each paper, Practical, Seminar, Case Discussion etc.(the course to be counted upto the last day when the classes break up for the preparatory holidays viz. 7 days before the commencement of the examinations);

Provided that a candidate who has not attended the requisite percentage of lectures for any paper(s), will be eligible to take examination in the remaining papers.

EXPLANATION:

For the purpose of counting of the last date when the classes shall break up for the preparatory holidays, first day of the commencement of any semester examination will apply to all semester examinations and all semester classes will have the preparatory holidays from the same date i.e. 7 days before the date on which the first examination of any semester commences.

4. The Principal of the Institute is empowered to condone the shortage of attendance upto 10% of the total lectures delivered in each subject in exceptional cases on reasonable grounds.

- 5.1. A candidate who has passed the Semester I or II or III or IV or V, shall be eligible to join the next Semester II, III, IV, V or VI respectively of the course. This is, however, subject to Clauses 5.2, 5.3, 5.4 below.
- 5.2. A candidate who has failed in one or more paper(s) of I and II Semesters or III and IV Semesters, shall be promoted provisionally to the III and V Semester respectively, as the case may be, only if he/she has earned exemption in the papers as mentioned below:

From Semesters I & II to Semester III	If he has earned exemption in at least 50% papers (Theory and Practicals taken together) of Semesters I and II.
From Semesters III and IV to Semester V	If he has passed all the papers of Semesters I and II and has earned exemption in at least 50% papers (Theory and Practicals taken together) of Semesters III and IV.

- 5.3. A candidate who has failed in one or more paper(s) or having been eligible fails to appear in a Semester examination shall be allowed two additional chances only, on the recommendation of the Principal of the Institute, to pass the Semester examination subject to Clause 5.4 below. Such a candidate may be exempted from re-appearing in the papers/practicals/sessionals in which he/she may have obtained at least 40% marks.
- 5.4. A candidate for the Master of Computer Applications (MCA) Degree must pass the whole course (all the six Semesters) within a period of Five years of his/her admission to the First Semester, failing which he/she will be required to repeat the course de novo.
6. The examination shall be held according to the Scheme of Examination and the Syllabus prescribed by the Academic Council. The syllabi shall be, in principle, in consonance with the requisites of the concerned regulatory bodies, if any. A candidate who fails in an examination or having been eligible fails to appear at an examination shall take the examination according to the Syllabus prescribed by the University for regular students appearing for that examination.

7.1 **SESSIONALS:**

40% marks in each theory paper, 60% marks in each practical paper and 20% marks in project work shall be assigned for internal assessment.

The Sessionals be evaluated by the teachers concerned based on the work done during the semester on the basis of the following weightages:

(a) **For Theory Subjects:**

- | | | |
|-------|---------------------------------|-----|
| (i) | Class Tests (Two best of three) | 40% |
| (ii) | Attendance & Class Performance | 40% |
| (iii) | Class Work/Assignment | 20% |

(b) **For Practical Subjects:**

- | | | |
|-------|--------------------------------|-----|
| (i) | Viva-Voce/Test | 20% |
| (ii) | Laboratory Record | 20% |
| (iii) | Attendance & Class Performance | 40% |
| (iv) | Class work | 20% |

(c) **For Project Work:**

- | | | |
|------|------------------|-----|
| (i) | Project Synopsis | 40% |
| (ii) | Viva-Voce | 60% |

(d) **For Seminar Course:** the marks will be awarded by the Teacher Incharge of the Seminar.

- 7.2. The candidate is required to obtain Pass Marks in each of the Theory and Practical papers in aggregate of the external and internal assessment/sessionals subject to obtaining pass marks separately in each paper of external examinations. The internal assessment award of any candidate who fails in one or more papers of any semester examination shall be carried forward to the next examination. He/she will, however, be allowed to improve his/her marks of sessional examinations at the time of appearing in the Reappear Papers.
- 7.3. The Principal of the Institute shall forward the Sessional award to the Controller of Examinations at least one week before the commencement of semester examination.

8. The Practical / Viva Voce shall be conducted jointly by an External and an Internal Examiner approved by the Academic Council on the recommendation of the Board of Studies.
9. The amount of examination fee to be paid by a candidate for each Semester Examination shall be as prescribed by the University from time to time. A candidate who re-appears in one or more paper(s) shall pay fee as for the whole Semester Examination.
10. The medium of instruction and examination shall be English.
11. The minimum number of marks required to pass the examination in each semester shall be:-
 - (i) 40% in each written paper/practical/viva-voce examination.
 - (ii) 40% in the aggregate of sessional and examination marks for each theory/ practical paper subject to obtaining pass marks separately in each paper in external examination.
- 12.1 The candidate shall be required to prosecute his/her Project Work at any National/Multi-National Software Organization after the Fifth Semester Examination for the year concerned under the supervision of the faculty appointed by the Principal of the Institute.
- 12.2 The candidate shall be required to submit two copies of the Project Report based on Industry Training alongwith a certificate from the candidate that the Project Work has been completed and it was carried out by himself/herself, duly countersigned by the concerned Supervisor appointed by the Institute.
- 12.3 The last date for receipt of the Project Work in the office of the Controller of Examinations shall be 25th May of the year concerned.
- 12.4 The report of the Project Work shall be evaluated jointly by an External and an Internal Examiner approved by the Academic Council on the recommendation of the Board of Studies.
- 12.5 The marks obtained by the candidate for the Project Report and Viva-Voce shall be taken into account when he/she appears in any future examination under re-appear Clause 5.

13.1 CREDIT-BASED SYSTEM OF EVALUATION:

Credit-based system followed in the University in order to determine the performance of the candidates will be as under:-

CREDIT COUNTS

All courses would have a Credit Count and teaching of subjects would be reckoned in terms of Credits. The number of credits of a course shall ordinarily be calculated as under:-

- (a) LECTURES : One Lecture period per week shall be assigned **ONE** credit.
- (b) TUTORIALS : One Tutorial period per week shall be assigned **HALF** a credit.
- (c) PRACTICALS : One Lab. period per week shall be assigned **HALF** a credit.
- (d) SEMINAR : **ONE** credit.
- (e) *PROJECT WORK : **Twenty** credits.

* The Project work will be carried out in the Sixth Semester of the Course.

13.2 GRADING

The Academic Performance of a student shall be graded on a TEN-POINT SCALE. The award of Grades based upon marks obtained out of 100 marks shall be made as follows:

<u>MARKS</u>		<u>GRADE</u>		<u>MARKS</u>
85	≤ and above upto	A+	≤	100
75	≤ and above upto	A	<	85
65	≤ and above upto	B	<	75
50	≤ and above upto	C	<	65
40	≤ and above upto	D	<	50
		E	<	40

- (i) Letter grade will be awarded to the candidates. Each letter grade indicates the level of performance in the course and has a grade point for purpose of computing the **Semester Grade Point Average (SGPA)/Cumulative Grade Point Average (CGPA)** as given below:

<u>Letter Grade</u>	<u>Performance</u>	<u>Grade Point</u>
A+	Outstanding	10
A	Excellent	9
B	Very Good	8
C	Good	7
D	Satisfactory	6
E	Fail	-

SGPA:- indicates the performance of the student in the current semester and is computed as below:

Grade points earned in the current semester/ Total credits in the semester.

CGPA:-

It indicates the performance of a student since his/her entry into the course including the current semester.

CGPA is the weighted average of all the grades awarded to a student since his entry into the University upto and including the latest Semester and computed as follows :-

$$CGPA = \frac{\sum C_i G_i}{\sum C_i}$$

= Total Grade Points earned since his entry/total credits.

Where C_i denotes credits assigned to the i^{th} course and G_i indicates the grade point equivalent to the letter grade obtained by the candidate in the i^{th} Course.

(ii) The division obtained by each student is classified on the following basis:

Division	CGPA
First with Distinction	8.0 or more
First	6.75 or more but less than 8.0
Second	Below 6.75

(iii) In order to compare the students of this University vis-à-vis other Universities where percentage of marks are shown in the final result, the following conversion formula will be used for calculating the percentage of marks from CGPA.

Percentage of marks obtained by a student = (9.0 x CGPA)

14. After the termination of the examination, the Controller of Examinations shall publish the result of the candidates and issue Grade Cards as expeditiously as possible.
15. Notwithstanding the integrated nature of this course, which is spread over more than one academic year, the Ordinance in force at the time a student joins the course shall hold good only for the examination held during or at the end of that academic year and nothing in this Chapter shall be deemed to debar the University from amending the Ordinance/Rules and the amended Ordinance/Rules, if any, shall apply to all students whether old or new.

* * *

CHAPTER -IX

MASTER OF TECHNOLOGY (M. Tech.) PROGRAMME

- 1.1 The Master of Technology Degree Course shall extend over a minimum period of two academic years except in the case of Part-Time admissions in which case the minimum duration of the course shall be two and half-academic years. Each academic year shall be divided into two semesters. Each semester shall have actual teaching for a minimum of 90 days excluding admission, preparation and examination days. M.Tech Part-Time courses will have the same subjects and credits as for the regular students except that these courses will be offered by the respective departments at their own convenience spread over a period of two and half academic years.

The examination for the First, Third, Fifth, semesters shall ordinarily be held in the month of December/January and for the Second, Fourth, in the month of May/June on such dates as may be fixed by the Vice-Chancellor and notified by the Controller of Examinations.

- 1.2 A candidate will be considered eligible for admission to the first semester of this course only if he/she fulfils the following requirements:

(i) M.Tech(Computer Sc. &Engg.)/M.Tech (Software Engg.)/M. Tech (Information Technology):

The candidate should have passed with minimum 50% marks in aggregate in B.Tech/B.E in Computer Engg./Computer Sc. &Engg/Computer Technology/ Information Technology/Electronics Engg./Electrical Engg or M.Sc. (Computer Science /Electronics/IT/Software Engg./Maths /Physics/Statistics) and MCA or its equivalent examination from any recognized University.

(ii) M. Tech (Electronics & Communication Engg.) / M. Tech (VLSI Design):

The candidate should have passed with minimum 50% marks in aggregate in B.Tech/B.E in Electronics & Communication Engg./Electronics & Telecommunication Engg./Electronics Engg./Electrical Engg/Electrical & Electronics Engg./Applied Electronics & Instrumentation Engg./Electronics Instrumentation & Control Engg./Instrumentation & Control Engg./ Instrumentation Engg./Control Engg./Mechatronics/Bio-Electronics Engg./ M.Sc.(Electronics Science/Physics) or its equivalent examination from any recognized University.

(iii) M. Tech Mechanical Engg. (Manufacturing Systems):

The candidate should have passed with minimum 50% marks in aggregate in B.Tech/B.E in Mechanical Engg./Production Engg./Automobile Engg./ Industrial Engg./Aeronautics Engg./Mechatronics/Mining Engg./Product Design./Product Design & Development/Metallurgy Engg. or its equivalent examination from any recognized University.

(iv) M. Tech Mechanical Engg. (CAD/CAM):

The candidate should have passed with minimum 50% marks in aggregate in B.Tech/B.E in Mechanical Engg./Production Engg./Automobile Engg./ Industrial Engg./Aeronautics Engg./Mechatronics/Mining Engg./Product Design./Product Design & Development/Metallurgy Engg. or its equivalent examination from any recognized University.

(v) M. Tech (Electrical Engg.):

The candidate should have passed with minimum 50% marks in aggregate in B.Tech/B.E in Electrical Engg./Electrical & Electronics Engg./Instrumentation & Control Engg. or its equivalent examination from any recognized University.

(vi) M. Tech Civil Engg. (Structural Engg.)/M.Tech (Environment Engg.):

The candidate should have passed with minimum 50% marks in aggregate in B.Tech/B.E in Civil Engg. or its equivalent examination from any recognized University.

(vii) M.Tech (Bio-Technology):

The candidate should have passed with minimum 50% marks in aggregate of B.Tech or its equivalent in the discipline of Engg./Medical/Dental/Pharmacy or M.Sc. in any branches of Science or equivalent. Preference will be given to the candidates with B.Tech Bio-Tech, Chemical Engg. & M.Sc. Chemistry & Biological Sciences.

In addition to above, M.Tech course in other disciplines can be added with the approval of the Vice-Chancellor.

- 1.3 Admission to M.Tech. Courses shall be made on the basis of GATE score/academic merit of the qualifying examinations giving preference to the candidates having qualified GATE.
- 2.1 At the end of each Semester there shall be an examination wherein candidates may be examined in the courses prescribed for that semester. Each Semester Examination shall be designed as First Semester Examination, Second Semester Examination, and Third Semester Examination and so on.
- 2.2 The examination of Odd Semester will normally be held in December/January and Even Semester normally in May/June in an academic year, on such dates as may be fixed by the University.
- 2.3 The last date(s) by which examination forms must reach the Controller of Examinations shall be as approved by Vice-Chancellor and notified by the Controller of Examinations.
3. The first and subsequent semesters examination shall be open to a regular student who :-
 - (i) has passed the requisite qualifying examination as laid down in Clause 1.2 if he/she is a candidate for the first semester examination, or, has passed the preceding semester examination if he/she is a candidate for the second/ third/ fourth semester examination, as the case may be. This is, however, subject to Clause 7 below.
 - (ii) has/her his name submitted to the Controller of Examinations by the Principal of the College/Institute and produces the following certificates signed by the Principal of the College/Institute:-
 - (a) of good character;
 - (b) of having remained on the rolls of the college/institute of this university for the semester preceding the examinations;
 - (c) of having attended not less than 75% of the total number of lectures delivered in each subject/paper(s). This requirement shall be fulfilled separately for each course of study. The attendance shall be counted upto the date of commencement of preparatory holidays i.e. 7 days before the commencement of the examination.

The Principal of the College/Institute is empowered to condone the shortage of attendance upto 10% of the total lectures delivered in each subject/paper(s) in exceptional cases:

Provided that the candidate who has not attended the requisite number of classes for any subject(s) will be eligible to take examination in the remaining subjects. Provided further that a candidate who is deficient in attendance shall have to repeat those courses in which he/she is deficient in the immediate subsequent session.

Explanation:

For the purpose of counting of last date when the classes shall disperse for the preparatory holidays, first day of the commencement of any semester examination will apply to all semester examinations and all semester classes will have the preparatory holidays from the same date, i.e. 7 days before the date of commencement of any semester examination.

- 4.1 40% marks in each theory paper shall be assigned for Internal Assessment/Sessional and 60% marks in each paper for end-semester examination shall be reserved. However, for Practical courses 60% marks shall be reserved for internal assessment and 40% marks for end-term examination.
- 4.2 The courses of study and the subjects of examinations shall be as approved by the Academic Council from time to time. The examination shall consist of:
 - (a) **Written Papers:-** Written papers to be set by the External Paper- setters taken from the panel recommended by the respective Board of Studies and approved by the Academic Council. The answer books shall be evaluated by the External/Internal Examiners.
 - (b) **Practical Examination:-** Examinations in Practical/viva-voce shall be conducted jointly by the External and Internal Examiners taken from the panel recommended by the respective Board of Studies and approved by the Academic Council. In the event, external examiner is not available, Director-Principal will appoint external examiner from among the faculty members of the concerned department/ institute.

- (c) **Sessional:-** Sessional work to be evaluated by the teachers concerned based on the work done during the semester on the basis of the following weightages:

I For Theory Subjects:

(i)	Class test (Two best of three)	40%
(ii)	Attendance & Class Performance	40%
(iii)	Class Work	20%

II For Practical/Project Courses:

(i)	Viva-Voce/Test	20%
(ii)	Laboratory Record	20%
(iii)	Attendance & Class Performance	40%
(iv)	Class Work	20%

For Seminar courses the marks will be awarded by the teacher Incharge of the seminar and for Comprehensive viva- voce, the marks will be awarded by a committee of three teachers including the Head of the department concerned.

The marks in the sessional work shall be awarded by the teachers and countersigned by the Head of the Institute/College/Department and the same be forwarded to the Controller of Examinations one week before the commencement of semester examination.

- 4.3 The candidate is required to obtain Pass Marks in each of the Theory and Practical papers in aggregate of the external and internal assessment/sessionals subject to obtaining pass marks separately in each paper of external examinations. The internal assessment award of any candidate who fails in one or more papers of any semester examination shall be carried forward to the next examination. He/she will, however, be allowed to improve his/her marks of sessional examinations at the time of appearing in the Re-appear Papers.
5. The candidates shall be examined according to the scheme of examination and syllabus as approved by the Academic Council from time to time. A candidate who fails in an examination or having been eligible fails to appear in an examination shall appear in the examination according to the syllabus prescribed for regular students appearing for that examination.
6. A candidate not covered under Clause 7 below, whose result declared late for no fault of his/her shall attend classes of the next higher semester. Provided that his/her attendance shall be counted from the date a candidate started to attend his/her classes or the date of declaration of result, whichever is earlier.
7. If a candidate has after attending the course of studies in the college and being eligible, either not appeared or appeared in any semester Examination and failed in one or more courses for that examination, he/she can appear for such course(s) at subsequent examinations without attending a fresh course of studies for that semester in the college according to syllabus for regular student in force. Such a candidate may, in the meantime, prosecute his/her studies for the next higher semester(s) and appear in the examination(s) for the same alongwith the examination for the lower semester(s).

Provided further that a candidate shall not be allowed to attend classes in Third Semester onwards unless he/she has fulfilled the attendance requirement as per Clause 3 and 7 for all courses/papers of the First Semester and shall be required to repeat the studies of the course(s) in which he/she has failed to achieve the attendance requirements whenever the courses are offered by the college.

Provided still further that a candidate who fails to pass the M.Tech Examination within a period of four years (five years in respect of candidates admitted under part-time programme) of his/her admission to the course, shall be deemed to be unfit for the Master of Technology course at this University.

8. (a) A candidate who has passed the Theory Papers and Practicals of all Semester Examinations, has submitted the project, if any, and produces a certificate from his Supervisor that he has worked for Dissertation for at least one semester shall be allowed to submit two copies of his/her Dissertation.

- (b) The last date for receipt of Dissertation/Project Report in the office of the Controller of Examinations shall be 30th June of the 4th semester of M.Tech. Course and 31st December of the year in the case of M.Tech Part-Time course.
 - (c) Dissertation should present an orderly and critical exposition of the existing knowledge of the subject and/or embody original investigation carried out by the candidate, in an orderly manner. The candidate should lay down in his/her dissertation clearly the work done by him/her as an original investigation and should quote the source from which he has obtained other information contained in his/her dissertation.
 - (d) Examination in Dissertation shall be carried out by an External Examiner or in his absence any other internal expert in the concerned subject as appointed by the Principal of the Institute, shall be the External Examiner. If the dissertation is found suitable, the candidate shall have a Viva-Voce test by both the Examiners at a place and on a date notified by the University.
 - (e) A candidate who fails in the dissertation shall be allowed to revise and re-submit it for fresh assessment not earlier than six months and not later than one year from the date of his failure. If the candidate fails in the dissertation even at the second attempt, he shall be deemed to have failed in the whole examination.
9. The minimum pass marks for any Semester Examination shall be:-
- (i) 40% in each written paper/practical examination/ viva –voce examination.
 - (ii) 40% in the aggregate of Sessional and examination marks for each theory subject/ practical paper subject to obtaining Pass Marks separately in each paper of external examination.

Further the Dissertation must be accepted (approved) for the award of M.Tech degree.

10.1 CREDIT-BASED SYSTEM OF EVALUATION

Credit – based system followed in the University in order to determine the division and performance of a candidate will be as under:

(i) CREDIT COUNTS:

All courses would have a credit count and teaching of subjects would be reckoned in terms of Credits. The number of credits of a course shall ordinarily be calculated as under:

- (a) LECTURES/TUTORIALS: One Lecture period per week shall be assigned ONE Credit. For one Tutorial period per week, HALF a credit is to be assigned.
- (b) PRACTICALS: One lab period per week shall be assigned HALF a credit.
- (c) SEMINAR/GROUP DISCUSSION: One Credit each.
- (d) DISSERTATION/THESIS will have no credit count. Dissertation/Thesis will be evaluated jointly by one External & one Internal Examiner. Successful completion of the Thesis/Dissertation work will be mandatory for the award of degree.

10.2 GRADING:

The Academic Performance of a candidate shall be graded on a TEN-POINT SCALE. The award of Grades based upon marks obtained out of 100 shall be made as follows:

MARKS	GRADE	MARKS
85	≤ and above upto A+	≤ 100
75	≤ and above upto A	< 85
65	≤ and above upto B	< 75
50	≤ and above upto C	< 65
40	≤ and above upto D	< 50
E	<40	

- (ii) Letter grade will be awarded to the candidates. Each letter grade indicates the level of performance in the course and has a grade point for purpose of computing the Semester Grade Point Average (SGPA) / Cumulative Grade Point Average (CGPA) as given below:

Letter Grade	Performance	Grade Point
A+	Outstanding	10
A	Excellent	9
B	Very Good	8
C	Good	7
D	Satisfactory	6
E	Fail	-

SGPA:

It indicates the performance of the student in the current semester and is computed as below:

SGPA = Grade points earned in the current semester/ Total credits in the semester.

CGPA:

It indicates the performance of a student since his/her entry into the course including the current semester.

CGPA is the weighted average of all the grades awarded to a student since his entry into the University upto and including the latest Semester and computed as follows:-

$$\text{CGPA} = \frac{\sum C_i G_i}{\sum C_i}$$

= Total Grade Points earned since his entry/total credits

Where C_i , denotes credits assigned to the i^{th} course and G_i indicates the grade point equivalent to the letter grade obtained by the candidate in the i^{th} Course.

- (iii) The division obtained by each student is classified on the following basis:

Division	CGPA
First with Distinction	8.0 or more
First	6.75 or more but less than 8.0
Second	Below 6.75

- (iv) In order to compare the students of this University vis-à-vis other Universities where percentage of marks are shown in the final result, the following conversion formula will be used for calculating the percentage of marks from CGPA :-

Percentage of marks obtained by a student = (9.0 x CGPA)

- 11 The medium of instruction and examination shall be English.
- 12 The amount of examination fee to be paid by a regular/re-appear candidate for full course of each semester examination shall be as prescribed by the University from time to time.
- 13 At the end of each semester examination, the Controller of Examinations shall publish the result and issue Detailed Marks Cards.
- 14 Notwithstanding the integrated nature of this course, which is spread over more than one academic year, the Ordinance in force at the time a student joins the course shall hold good only for the examination held during or at the end of that academic year and nothing in this Chapter shall be deemed to debar the University from amending the Ordinance/Rules and the amended Ordinance/Rules, if any, shall apply to all students whether old or new.

CHAPTER -X
MASTER OF BUSINESS ADMINISTRATION (M.B.A.) PROGRAMME
(Semester System) (2-year)

- 1.1 The duration of the course leading to the Degree of Master of Business Administration (M.B.A.) shall be two academic years. Each year shall be divided into two semesters. There shall be actual teaching for a minimum of 90 days in each Semester excluding admission, preparation and examination days. The Examination for the First and Third Semesters shall ordinarily be held in the month of December/January and for the Second and Fourth Semesters in May/June, on such dates as may be fixed by the Vice-Chancellor and notified by the Controller of Examinations.
- 1.2 Supplementary Examinations for re-appear candidates of all the semesters will be held in December/January and May/June examination simultaneously with the main examination of Odd and Even Semesters.
2. The last date(s) by which the admission examination forms and fees must reach the Controller of Examinations shall be as fixed by the Vice-Chancellor and notified by the Controller of Examinations.
- 3.1 The minimum qualification for admission to the First Semester course shall be :-
- (a) Bachelor's Degree in any discipline from a recognized University or an examination recognized as equivalent thereto by this University;
- OR
- (b) Pass in Final Examination conducted by the Institute of Chartered Accountants of India/ Institute of Cost and Works Accountants of India/ Institute of Company Secretaries of India.
- 3.2 Admission to MBA course shall be on the basis of entrance test adopted/ conducted by University.
4. The First Semester Examinations shall be open to a regular student who:-
- (i) has been on the rolls of the Institute, during one semester preceding the first Semester Examination;
- (ii) has attended not less than 75% of lectures in each Paper, Seminars, Case Discussion and Field Trips etc. This requirement shall be fulfilled separately for each course of study (course to be counted upto the date of commencement of the preparatory holidays viz. 7 days before the commencement of examination). A deficiency up to 10% may be condoned by the Director/Principal of the Institute in exceptional cases.
- Explanation:**
- For the purpose of counting of the last date when the classes shall break up for the preparatory holidays, first day of the commencement of any semester examination will apply to all semester examinations and all Semester classes will have the preparatory holidays from the same date, viz. 7 days before the date on which the first Examination of any semester commences.
5. The Second, Third and Fourth Semester Examinations shall be open to a regular student who:-
- (a) has been on the rolls of the Institute during the Semester preceding the Second, Third or Fourth Semester Examination as the case may be. This is, however, subject to Clauses 10 & 11;
- (b) has attended not less than 75% of lectures in each Paper, Seminars, Field Trips etc. This requirement shall be fulfilled separately for each course of study (course to be counted upto the date of commencement of the preparatory holidays viz. 7 days before the commencement of examination). A deficiency upto 10% may be condoned by the Director/Principal of the Institute in exceptional cases on reasonable ground:
- Provided that a candidate who has not attended the requisite percentage of lectures for any paper(s) will be eligible to take examination in the remaining paper(s).
- Business Role Play Report shall be evaluated internally by a team of faculty members to be appointed by the Head of Department/Institute.
6. Every candidate shall be examined in the subjects as laid down in the syllabus prescribed by the Academic Council from time to time. The syllabi shall be, in principle, in consonance with the requisites of the concerned regulatory bodies, if any. A candidate who fails in an examination or having been eligible fails to appear in an examination shall take the examination according to the Syllabus prescribed by the University for regular students appearing for that examination.

- 7.1 40% marks in each paper excluding Seminar/Communication Skills/Role Play Report and Viva-Voce shall be assigned for Internal Assessment.
- The question papers will be set and answer books examined by External examiners(s) as recommended by the Board of Studies and approved by the Vice-Chancellor.
- 7.2 The Principal of the Institute shall forward the Internal Assessment marks on the basis of Periodical tests, Written Assignments, Case discussions, Field Trips etc. to the Controller of Examinations at least one week before the commencement of semester examination.
- 7.3 The Principal/Head of the Institute/Department will preserve the records on the basis of which the Internal Assessment awards have been prepared, for inspection, if needed by the University upto **six** months from the date of declaration of the Semester Examination results.
8. The candidate is required to obtain Pass marks in each of Theory and Practical papers in aggregate of the external and internal assessment/sessionals subject to obtaining pass marks separately in each paper of external examinations. The internal assessment award of any candidate who fails in one or more papers of any semester examination shall be carried forward to the next examination. He/she will, however, be allowed to improve his/her marks of sessional examinations at the time of appearing in the 'Re-appear' papers.
9. The amount of examination fee to be paid by a regular/re-appear candidate for each semester shall be as prescribed by the Controller of Examinations from time to time.
- 10.1 A candidate who has appeared and failed in one or more paper(s) of the First Semester shall be allowed to study for and appear in the Second Semester. He shall, however, be allowed promotion to the Third Semester examination provisionally only if he qualifies in at least 50% papers of both the First and Second Semester Examinations taken together.
- Such a candidate will be allowed to re-appear for the remaining paper(s) of the First Semester alongwith the Third Semester examination and for the paper(s) of the Second Semester alongwith the Fourth Semester examinations simultaneously when held, subject to the provision of Clause 10.3 below.
- While re-appearing in the examination the candidate shall be exempted from re-appearing in the Paper(s), Seminar, Dissertation/ Project Report, Training Report and Viva-Voce in which he has obtained at least **50%** marks including the marks for Internal Assessment, wherever prescribed.
- 10.2 Subject to Clause 10.3 below, a candidate who has failed in one or more paper(s) or fails to appear in a semester examination shall be allowed two additional chances only to pass the semester examination.
- 10.3 A candidate must pass all the four semester examinations within five years of his admission to the First Semester of M.B.A. Course failing which he/she will be deemed to be unfit for the M.B.A. Programme.
11. A candidate whose result is declared late or no fault of his, may either attend classes of the next higher semester provisionally at his own risk and responsibility, subject to his passing the concerned semester examination or join the classes of next higher semester within ten days of the declaration of the result. In such a case the lectures will be counted from the date a candidate started attending classes or the date of declaration of result whichever is earlier. In case a candidate fails to pass the concerned semester examination his/her attendance/Internal Assessment in the next higher semester in which he/she was allowed to attend classes provisionally shall stand cancelled.
12. The Internal Assessment award of a candidate who fails in any semester examination shall be carried forward to the next examination.
13. The Functional Viva shall be conducted after the Second Semester by a Board of Internal Examiners to be appointed by the Principal of the Institute.
- 14.1 The subject of Dissertation and Supervisor will be as approved by the Committee of the Institute including the Principal of the Institute provided the candidate will also submit his/her synopsis indicating the thrust area of his/her research to be undertaken within one month of commencement of 3rd Semester.
- 14.2 The candidate shall be required to submit two copies of his/her Dissertation. The last date for receipt of Dissertation in the office of the Controller of Examinations shall be 30th April, immediately after 3rd Semester.

- 14.3 The evaluation of the dissertation will be out of 100 marks out of which 40% marks shall be for internal assessment and 60% marks for external assessment. The internal assessment shall be based on preparation of synopsis, day to day progress and pre-submission seminar to be presented by the students. The External Examiner for the dissertation will give 50% weightage to evaluation of dissertation followed by 50% weightage viva-voce examinations.
- 14.4 The marks obtained by the candidate for the Dissertation shall be taken into account when he appears in any future examination under 'Re-appear' Clause 10 above.
15. Candidates for M.B.A. Degree shall be required to undergo about eight weeks Summer Training normally in the summer vacation after Second Semester examination is over, in a Business Enterprise, approved by the Principal of the Institute. The candidate shall submit a certificate that there is no copying and that the Summer Training/ Reports submitted by him is not similar to one which has already been submitted by other candidates. He shall be required to submit two copies of his Training Report up to 30th November of the Third Semester examination, for evaluation by Internal Examiner to be appointed by the Academic Council on the recommendations of the Board of Studies.
16. The Viva-voce shall be conducted after the Second Semester and Fourth Semester Examination respectively, by a Board of two Examiners (one of them being an External Examiner) to be appointed by the Academic Council on the recommendations of the Board of Studies.

The evaluation of the Sessional Work and Seminars shall be conducted by internal teachers to be appointed by the Principal of the Institute. The Principal of the Institute shall ensure that proper record of the same is maintained and made available to the student also at the appropriate time.

17.1 CREDIT-BASED SYSTEM OF EVALUATION

Credit-based system followed in the University in order to determine the division and performance of a candidate will be as under:-

(i) CREDIT COUNTS

All courses would have a Credit Count and teaching of subjects would be reckoned in terms of Credits. The number of credits of a course shall ordinarily be calculated as under:-

(a) LECTURES/TUTORIALS: One Lecture period per week shall be assigned ONE credit.

For one Tutorial period per week, HALF a credit is to be assigned.

(b) PRACTICALS: One Lab. period per week shall be assigned HALF a credit.

(c) SEMINAR/GROUP DISCUSSION: One Credit each.

(d) DISSERTATION/THESIS: 6 Credits.

17.2 GRADING

The successful candidates shall be awarded Grade calculated on the basis of total marks obtained, including internal and End-term assessment. The Grades will be assigned as follows:-

MARKS		GRADE	MARKS	
85	≤ and above upto	A+	≤	100
75	≤ and above upto	A	<	85
65	≤ and above upto	B	<	75
50	≤ and above upto	C	<	65
40	≤ and above upto	D	<	50
E	<40			

- (i) Letter grade will be awarded to the candidates. Each letter grade indicates the level of performance in the course and has a grade point for purpose of computing the Semester Grade Point Average (SGPA)/Cumulative Grade Point Average (CGPA) as given below:

Letter Grade	Performance	Grade Point
A+	Outstanding	10
A	Excellent	9
B	Very Good	8
C	Good	7
D	Satisfactory	6
E	Fail	-

SGPA: indicates the performance of the student in the current semester and is computed as below:

SGPA = Grade points earned in the current semester/ Total credits in the semester.

CGPA:

It indicates the performance of a student since his/her entry into the course including the current semester.

CGPA is the weighted average of all the grades awarded to a student since his entry into the University upto and including the latest Semester and computed as follows:-

$$\text{CGPA} = \frac{\sum C_i G_i}{\sum C_i}$$

= Total Grade Points earned since his entry/total credits

Where C_i , denotes credits assigned to the i^{th} course and G_i indicates the grade point equivalent to the letter grade obtained by the candidate in the i^{th} Course.

- (ii) The division obtained by each student is classified on the following basis:

Division	CGPA
First with Distinction	8.0 or more
First	6.75 or more but less than 8.0
Second	Below 6.75

- (iii) In order to compare the students of this University vis-à-vis other Universities where percentage of marks are shown in the final result, the following conversion formula will be used for calculating the percentage of marks from CGPA :-

Percentage of marks obtained by a student = (9.0 x CGPA)

18. After the termination of the examination, the Controller of Examinations shall publish the result of the candidates and issue Detailed-Grade-Sheet on having passed the Semester Examination.
19. A successful candidate may publish his original result of the Dissertation, if permitted by the Director/Principal of the Institute as a paper in a Journal of repute.
20. Notwithstanding the integrated nature of this course, which is spread over more than one academic year, the Ordinance in force at the time a student joins the course shall hold good only for the examination held during or at the end of that academic year and nothing in this Chapter shall be deemed to debar the University from amending the Ordinance/Rules and the amended Ordinance/Rules, if any, shall apply to all students whether old or new.

CHAPTER -XI
MASTER OF SCIENCE (M. Sc.) PROGRAMME
(SEMESTER SYSTEM)

- 1.1 The duration of the course leading to the Degree of M. Sc. examination shall be two academic years. Each year shall be divided into two Semesters, i.e. July to December and January to June. There shall be actual teaching for a minimum of 90 days in each Semester excluding admission, preparation and examination days. The examination for the First and Third Semesters shall ordinarily be held in the month of December/January and for the Second and Fourth Semesters in the month of May/June, on such dates as may be fixed by the Vice-Chancellor and notified by the Controller of Examinations.

- 1.2 Supplementary examinations will be held for re-appear candidates, as under:-

Semester	To be held
(a) First Semester	Alongwith the Third Semester.
(b) Second Semester	Alongwith the Fourth Semester.
(c) Third Semester	Alongwith or after the Fourth Semester.
(d) Fourth Semester	Alongwith or after the Third Semester.

The dates of examinations shall be as fixed by the Vice-Chancellor and notified by the Controller of Examinations.

Re-appear examinations will also be held in the semester in which such a candidate applies for examination irrespective of the fact that regular paper for that semester may not be available at that point of time.

2. The examination for the degree of Master of Science (M.Sc.) shall be held in the following subjects:-

1. **Chemistry**
2. **Mathematics**
3. **Physics**

In addition to above, more subjects with relevant provisions can be added with the approval of the Vice-Chancellor.

3. A person who has passed one of the following examinations of the University, or an examination recognised as equivalent thereto, shall be eligible to join the first semester of M.Sc. course in the subject concerned:-

- (i) B.Sc.(Hons) in concerned subject with at least 50% marks in aggregate from any recognized University.
Or
- (ii) B.Sc. in full subjects with (Hons) in concerned subject, obtaining at least 50% marks in aggregate of Hons. examination from any recognized University.
Or
- (iii) B.Sc. with concerned subject securing at least 50% marks in aggregate from any recognized University.
Or
- (iv) BA with Mathematics as one of the main subjects (**for M.Sc. Mathematics only**) securing at least 50% marks in aggregate from any recognized University.

4. The First/Second/Third/Fourth Semester Examinations shall be open to a regular student who :-

- (i) has passed the requisite qualifying examination as laid down in Clause 3 above, if he/she is a candidate for the First Semester examination, or, has passed the preceding semester examination if he/she is a candidate for the Second/Third/Fourth Semester examination. This is, however, subject to Clause 8 below;

- (ii) has his/her name submitted to the Controller of Examinations by the Head of the concerned department and produces the following certificates signed by the Head of the department:-
- of a good character;
 - of having remained on the rolls of the concerned department for the semester preceding the examinations;
 - of having attended not less than 75% of the full course of lectures delivered in each paper (the course to be counted upto the last day when the classes break up for preparatory holidays i.e. 7 days before the commencement of the examination).

A deficiency of lectures upto 10% may be condoned by the Head of the department concerned in exceptional cases on reasonable grounds.

Explanation:

For the purpose of counting of last date when the classes shall disperse for the preparatory holidays, first day of the commencement of any semester examination will apply to all semester examinations and all semester classes will have preparatory holidays from the same date i.e. 7 days before the date of commencement of examination.

- 5.1 40% marks in each theory paper shall be assigned for Internal Assessment/Sessional and 60% marks in each paper for end-term examination shall be reserved. However, for Practical courses 60% marks shall be reserved for internal assessment and 40% marks for end term examination.

Sessional:- Sessional work to be evaluated by the teachers concerned based on the work done during the semester on the basis of the following weightages:-

I For Theory Subjects:

(i)	Class test (Two best of three)	40%
(ii)	Attendance & Class Performance	40%
(iii)	Class Work	20%

II For Practical/Project Courses:

(i)	Viva-Voce/Test	20%
(ii)	Laboratory Record	20%
(iii)	Attendance & Class Performance	40%
(iv)	Class work	20%

For seminar courses the marks will be awarded by the teacher In-charge of the seminar and for comprehensive viva-voce, the marks will be awarded by a committee of three teachers including Head of the Department.

The marks in the Sessional work shall be awarded by the teachers concerned and countersigned by the Head of the Institute/College and the same be forwarded to the Controller of Examinations of the University one week before the commencement of examination of theory papers of the concerned semester.

- 5.2 The candidate is required to obtain Pass Marks in each of the Theory and Practical Papers in aggregate of the external and internal assessment/sessionals subject to obtaining pass marks separately in each paper of external examinations. The internal assessment award of any candidate who fails in one or more papers of any semester examination shall be carried forward to the next examination. He/she will, however, be allowed to improve his/her marks of Sessional examinations at the time of appearing in the Re-appear Paper(s).
- 5.3 The Head of the Department shall preserve the record of Internal Assessment, for inspection, if needed by the University, upto 6 months from the date of declaration of the results.
6. Every candidate shall be examined according to the Scheme of Examination and Syllabus as approved by the Academic Council from time to time. The syllabi shall be, in principle, in consonance with the requisites of the concerned regulatory bodies, if any. A candidate who fails in an examination, or, having been eligible, fails to appear in an examination shall take the examination according to the Syllabus prescribed by the University for regular students appearing for that examination.
7. The question papers will be set and answer-books examined by the External examiner(s).

8. A candidate who has completed the prescribed course of instruction in the Department for any semester examination but does not appear in it, or, having appeared fails, may be allowed on the recommendation of the Head of the Department, to appear/re-appear, as the case may be, in the semester examination/paper(s) only twice, without attending a fresh course of instruction, at the Supplementary Examinations as specified in Clause 1.2 above.

While re-appearing in the examination, the candidate shall be exempted from re-appearing in the Paper(s) and/or Practical(s) in which he has obtained at least 40% marks separately for Theory paper(s) in internal assessment.

9. A candidate who has appeared and failed in one or more paper(s) of the First Semester shall be allowed to study for and appear in the Second Semester. He/she shall, however, be allowed promotion to the Third Semester Examination provisionally only if he/she earns exemption in at least 50% papers of both the First and Second Semester Examination taken together.
10. A candidate who fails to pass all the four semester examinations within a period of four years of his/her admission to the first Semester of M.Sc. course shall have to repeat the course de novo.
11. The amount of examination fee to be paid by a regular/re-appear candidate for each semester shall be the same as prescribed by the University from time to time.
12. The medium of instruction and examination shall be English.
13. The pass marks for passing any Semester Examination shall be:-
- 40% in each written paper.
 - 40% in the aggregate of sessional marks and examination marks for each theory subject.
 - 40% in each practical examination and viva-voce examination.
 - 40% in aggregate of sessional marks and examination marks for each practical subject:

Provided that a candidate, who fails to obtain the requisite marks in aggregate of Sessional and Examination marks as provided in 13 (ii) & 13 (iv) above, shall be required to re-appear in the examination in the concerned subject in the subsequent examination (s) subject to Clause 10.

14.1 CREDIT-BASED SYSTEM OF EVALUATION:

Credit - based system followed in the University in order to determine the division & performance of a candidate will be as under:-

(i) CREDIT COUNTS:-

All courses would have a credit count and teaching of subjects would be reckoned in terms of Credits. The number of credits of a course shall ordinarily be calculated as under:

- LECTURES/TUTORIALS:** One Lecture period per week shall be assigned ONE Credit. For one Tutorial period per week, HALF a credit is to be assigned.
- PRACTICALS:** One Lab period per week shall be assigned HALF a credit.
- SEMINAR (Wherever applicable) :** One credit.

14.2 GRADING:-

The Academic Performance of a student shall be graded on a **TEN-POINT SCALE**. The award of Grades based upon the marks obtained out of 100 shall be made as follows:

MARKS		GRADE		MARKS
85	≤ and above upto	A+	≤	100
75	≤ and above upto	A	<	85
65	≤ and above upto	B	<	75
50	≤ and above upto	C	<	65
40	≤ and above upto	D	<	50
		E	<	40

- (ii) Letter grade will be awarded to the candidates. Each letter grade indicates the level of performance in the course and has a grade point for purpose of computing the **Semester Grade Point Average (SGPA)** / **Cumulative Grade Point Average (CGPA)** as given below:

Letter Grade	Performance	Grade Point
A+	Outstanding	10
A	Excellent	9
B	Very Good	8
C	Good	7
D	Satisfactory	6
E	Fail	-

SGPA:- It indicates the performance of the student in the current semester and is computed as below:

SGPA=Grade points earned in the current semester/total credits in the semester.

CGPA:-

It indicates the performance of a student since his/her entry into the course including the current semester.

CGPA is the weighted average of all the grades awarded to a student since his entry into the University upto and including the latest Semester and computed as follows:-

$$\text{CGPA} = \frac{\sum C_i G_i}{\sum C_i}$$

= Total Grade Points earned since his entry/total credits

Where C_i denotes credits assigned to the i^{th} course and G_i indicates the grade point equivalent to the letter grade obtained by the candidate in the i^{th} Course.

- (iii) The division obtained by each student is classified on the following basis:

Division	CGPA
(a) First with Distinction	8.0 or more
(b) First	6.75 or more but less than 8.0
(c) Second	6.0 or more but less than 6.75

- (iv) In order to compare the students of this University vis-à-vis other Universities where percentage of marks are shown in the final result, the following conversion formula will be used for calculating the percentage of marks from CGPA:

Percentage of marks obtained by a student = (9.0 x CGPA)

- 15 After the termination of examination, the Controller of Examinations shall publish the result of the candidates and issue Detailed Marks Cards as expeditiously as possible.
16. Notwithstanding the integrated nature of this course, which is spread over more than one academic year, the Ordinance in force at the time a student joins the course shall hold good only for the examination held during or at the end of that academic year and nothing in this Chapter shall be deemed to debar the University from amending the Ordinance/Rules and the amended Ordinance/Rules, if any, shall apply to all students whether old or new.

CHAPTER - XII
MASTER OF PHILOSOPHY (M.PHIL) PROGRAMME
(SEMESTER SYSTEM)

- 1.1 The duration of the course of instruction for the Master of Philosophy (M.Phil) Degree shall be one year comprising two semesters. There shall be actual teaching for a minimum of 90 days in each semester excluding admission, preparation and examination days. The examination for the First Semester shall ordinarily be held in the month of Dec./Jan. and for the Second Semester in the month of May/June on such dates as may be fixed by the Vice-Chancellor and notified by the Controller of Examinations. No M.Phil course shall be imparted through Distance Education mode.
- 1.2 Supplementary Examination for re-appear candidates shall tentatively be held as under:-
First Semester : Alongwith Second Semester in May/June of the year.
Second Semester : Alongwith First Semester in December/January of the year.
- 1.3 The last date(s) by which the examination forms and fees must reach the Controller of Examinations shall be as fixed by the Vice-Chancellor and notified by the Controller of Examinations.
2. The examination for the Degree of Master of Philosophy (M.Phil) shall be held in the following subjects:-
1. Computer Science
 2. Physics
 3. Chemistry
 4. Mathematics
 5. English
 6. Management
 7. Commerce
- In addition to above, any new subject with the relevant provisions can be added with the approval of the Vice-Chancellor.
3. A candidate who has passed Master's Degree in the relevant subject with at least 55% marks in the aggregate or equivalent from a recognized University shall be eligible to join this course. In the case of SC/ST candidates, the minimum eligibility condition for admission to M.Phil course shall be 50% marks in the qualifying examination.
- The number of seats will be as decided by the Vice-Chancellor from time to time. Admission will be made on the basis of merit of the Entrance Test to be conducted by this University followed by interview/counseling in the manner to be decided by the University from time to time.
- In the First Semester, M.Phil course shall include a course on Research Methodology which may include Quantitative Methods & Computer Applications. It may also involve reviewing of published research in the relevant field which can be in the form of assignments etc.
- The candidates are required to obtain a minimum of 40% marks in individual course and 50% marks in aggregate in order to pass the theory/practical examinations.
4. The examination shall be open to any student who:-
- (i) has passed the minimum eligibility conditions, as given in Clause 3 above if he/she is a candidate for the First Semester Examination or has passed the First Semester Examination if he/she is a candidate for the Second Semester Examination. This is, however, subject to Clause 6 below.
 - (ii) has remained on the rolls of the concerned Department/Institute of this University for the relevant Semester.
 - (iii) has his/her name submitted to the Controller of Examinations by the Principal/Head of the Institute/Department concerned with the following certificates:-
 - (a) of a good character;
 - (b) of having attended not less than 75% of lectures delivered in each paper(to be counted upto the last day when the classes break up for the preparatory holidays viz., one week before the commencement of the examination).

In exceptional cases the Principal/Head of the Institute/Department may condone shortage of lectures in a semester upto a maximum of 10% of lectures delivered in each paper on merit of each case. No shortage of attendance of Seminars shall, however, be condoned.

Explanation:

For the purpose of counting of the last date when the classes shall break up for the preparatory holidays, first day of the commencement of semester examination will apply for preparatory holidays from the same date, i.e. 7 days before the date on which the first examination of a semester commences.

- 5.1 40% of the maximum marks for each of the written/practical papers shall be reserved for sessional work. The evaluation of the sessional work shall be based on the performance of the candidates in sessional test(s), assignment(s), attendance, class performance, etc. There shall be three tests for each paper in 1st semester, two best of which will be taken into consideration for sessional. The evaluation of the seminars shall be based on the presentation of at least two papers by each candidate and participation in the seminars held during the semester. The seminars held during the semester shall meant for sessional work.
- 5.2 The Principal of the Institute /Head of the Department concerned shall forward the sessional marks to the Controller of Examinations at least one week before the commencement of the written examination.
- 5.3 The Principal of the Institute/ Head of the Department concerned will preserve the record of sessional marks for inspection, whenever required by the University upto six months from the date of declaration of the result of the semester examination.
- 6.1 A candidate who has failed in one or more paper(s) of a Semester examination or having been eligible fails to appear in the examination may be allowed on the recommendation of the Principal/Head of the concerned Institute/Department, to re-appear in the Paper(s) of the semester examination in two chances within the period of three years of his/her admission to the course. Such a candidate shall be exempted from re-appearing in the Paper(s) in which he/she may have obtained at least 50% marks excluding sessionals.
However, he/she may be allowed provisionally to attend classes for the Second Semester, if otherwise eligible and appear in the examination alongwith the paper(s) of the First Semester examination in which he/she failed but his/her result of 2nd semester will be declared on qualifying the re-appear paper(s).
- 6.2 A candidate who fails to pass both the semesters examinations within a period of three years of his/her admission to the 1st semester of M.Phil course, shall be required to repeat the course de novo.
7. The candidate is required to obtain Pass Marks in each of the Theory and Practical papers in aggregate of the external and sessionals subject to obtaining pass marks separately in each paper of external examinations. The sessional award of any candidate who fails in one or more papers of any semester examination shall be carried forward to the next examination. He/she will, however, have the option to improve his/her marks of sessional examinations at the time of appearing in the re-appear paper(s).
8. Prior to submission of the Dissertation, the student shall make a presentation in the Department/Institute before the Departmental M.Phil Committee in which the available M.Phil. students will also be present, for getting feedback and comments, which may be suitably incorporated in the draft Dissertation under the advice of the Supervisor. Other teachers of the Institute/College/Department if they like to be present at the time of presentation but will not be expected to put questions.
The Departmental M.Phil. Committee shall consist of the Head of the Department/Institute, Professors and one of the other senior teachers of the Department/Institute concerned to be nominated by the Principal/Head of Department.
- 9.1 The subject of Dissertation and Supervisor of the students shall be approved by the Departmental M.Phil. Committee during 1st semester. The applications regarding the same and the synopsis thereof shall reach the Head of the Department/Principal concerned by the date(s) to be notified by him. The Departmental M.Phil Committee shall consider the Topic/Synopsis and approve the same with such modifications as it may deem fit, in the first term of the session so that the students can start work on the Dissertation.

The candidate shall work under the supervision of a Supervisor assigned to him/her and shall submit a certificate, duly countersigned by his/her Supervisor, to the effect that his/her work of dissertation is original of his own and there is no copying and not similar to one which has already been submitted by any other candidate here or elsewhere.

- 9.2 Every candidate shall be required to submit to the Controller of Examinations during the session but not later than **31st August**, two copies of his/her Dissertation alongwith a brief abstract of the same giving an account of the investigation/research conducted and its main findings together with a soft copy of the Dissertation, for evaluation by the examiners. If any candidate fails to submit his Dissertation by 31st August, he may do so on the subsequent date(s) within the prescribed period but he/she will not be listed in the merit list.
- 9.3 The evaluation of the Dissertation and Viva-Voce for the same shall be carried out by one External Examiner to be appointed by the Academic Council on the recommendations of the Board of Studies, who shall examine and classify the Dissertation, as under:-

- (i) **Grade-A+**
If the candidate obtains 85% or more marks.
- (ii) **Grade-A**
If the candidate obtains 75% or more but less than 85% marks.
- (iii) **Grade-B**
If the candidate obtains 65% or more but less than 75% marks.
- (iv) **Grade-C (satisfactory)**
If the candidate obtains 50% or more but less than 65% marks.
- (v) **Grade-D (Unsatisfactory)**
If the candidate obtains less than 50% marks.

If the examiner considers the Dissertation as **Unsatisfactory** by attaining **Grade-D**, he shall also point out in writing the defects and make suggestions for improvement and modification. Such a candidate shall be allowed to re-submit the Dissertation within the prescribed period of the course. If the examiner recommends rejection of the Dissertation, the candidate shall submit the same on a revised topic to be approved by the Head of the Department/Principal concerned.

If the Dissertation is adjudged as **Satisfactory** the viva-voce will ordinarily be conducted by the same examiner and will award the Grade.

10. The question paper(s) will be set and the answer books examined by the External Paper-setter/Examiner as approved by the Academic Council on the recommendation of the concerned Board of Studies.
11. Every candidate shall be examined according to the Scheme of Examination and Syllabi as approved by the Academic Council from time to time. A candidate, who fails in an examination or having been eligible fails to appear in an examination, shall take the examination according to the syllabus prescribed by the University for regular students appearing for the examination.
12. The amount of examination fee in addition to Dissertation fee/Practical fee, if any, to be paid by a candidate for each semester shall be as prescribed by the University from time to time. A candidate who re-appears in one or more paper(s) for the purpose of passing shall pay fee as for the whole examination.
13. The medium of instruction and examination shall be English except in the case of language subject where it shall be the language concerned.
- 14.1 The minimum number of marks required to pass the examination in each Semester shall be, as under:-
- (i) 40% marks in each Written/Practical paper excluding Sessional Work;
 - (ii) 50% in Seminars and Dissertation;
 - (iii) 50% in the aggregate (Equivalent to SGPA 5.556)

The result of the candidate for the Written papers, Practicals and the Seminars shall be declared but the candidate will become eligible for the award of degree only after his/her Dissertation has been evaluated as **Satisfactory** by attaining at least the **Grade-C**.

14.2 CREDIT BASED SYSTEM OF EVALUATION

Credit-based system followed in the University in order to determine the division and performance of a candidate will be as under:

(i) **CREDIT COUNTS:**

All courses would have a credit count and teaching of subjects would be reckoned in terms of Credits. The number of credits of a course shall ordinarily be calculated as under:

- (a) **LECTURES/TUTORIALS:** One Lecture per week shall be assigned One Credit. For one Tutorial period per week, HALF a credit is to be assigned.
- (b) **PRACTICALS:** One lab period per week shall be assigned HALF a credit.
- (c) **SEMINAR/GROUP DISCUSSION:** One Credit each.
- (d) **Dissertation/Thesis:** As per guidelines given in Clause 9.3.

14.3 GRADING:-

- (i) The Academic Performance of a student shall be graded on a **TEN-POINT SCALE**. The award of Grades based upon marks obtained out of 100 shall be made as follows:

MARKS		GRADE		MARKS
85	≤ and above upto	A+	≤	100
75	≤ and above upto	A	<	85
65	≤ and above upto	B	<	75
50	≤ and above upto	C	<	65
40	≤ and above upto	D	<	50
		E	<	40

- (ii) Letter grade will be awarded to the candidates. Each letter grade indicates the level of performance in the course and has a grade point for purpose of computing the **Semester Grade Point Average (SGPA) / Cumulative Grade Point Average (CGPA)** as given below:

Letter Grade	Performance	Grade Point
A+	Outstanding	10
A	Excellent	9
B	Very Good	8
C	Good	7
D	Satisfactory	6
E	Fail	-

SGPA:- indicates the performance of the student in the current semester and is computed as below:

SGPA=Grade points earned in the current semester/total credits in the semester.

CGPA:-

It indicates the performance of a student since his/her entry into the course including the current semester.

CGPA is the weighted average of all the grades awarded to a student since his entry into the University upto and including the latest semester and computed as follows :-

$$\text{CGPA} = \frac{\sum C_i \cdot G_i}{\sum C_i}$$

= Total Grade Points earned since his entry/total credits.

Where C_i denotes credits assigned to the i^{th} course and G_i indicates the grade point equivalent to the letter grade obtained by the candidate in the i^{th} Course.

- (iii) The division obtained by each student is classified on the following basis:

Division	C.G.P.A.
First with Distinction	8.0 or more
First	6.75 or more but less than 8.0
Second	below 6.75

- (iv) In order to compare the students of this University vis-à-vis other Universities where percentage of marks is shown in the final result, the following conversion formula will be used for calculating the percentage of marks from CGPA.

Percentage of marks obtained by a student = (9.0 x C.G.P.A.)

- 15.1 After the termination of examination, the Controller of Examinations shall publish the result of the candidates as expeditiously as possible and the grade obtained by each candidate on the basis of marks obtained for both the semesters taken together, will be stated in his/her degree.
- 15.2 The Topic/title of the Dissertation and the Grade obtained therein shall also be mentioned in the Degree. The Degree shall also include a certificate certifying that the Degree has been awarded in accordance with the provisions of UGC regulations.
16. A successful candidate may, if permitted by the Head of the Department/Principal concerned, publish wholly or in part, his/her Dissertation as a paper in Journal of repute.
- 17 Following the successful completion of the evaluation process and announcements of the award of M.Phil, the University shall submit a soft copy of the Dissertation to the UGC within a period of thirty days, for hosting the same in INFLIBNET, accessible to all Institutions/Universities.

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CHAPTER -XIII

DOCTORATE OF PHILOSOPHY (Ph.D.)

- 1.1 The research programme leading to the award of Degree of Doctor of Philosophy (**Ph.D.**) may be undertaken in any of the Departments/Institutes of the University. However, no research programme for the award of Ph.D. degree shall be undertaken through distance education mode.
- 1.2 Subject to general control of the Academic Council, Ph. D programme shall be organized by the Boards of Studies assisted by the Departmental Research Committee (DRC) in respective disciplines.

ELIGIBILITY:

- 2.1 A candidate for admission to the Ph.D programme must have obtained any of the following academic qualifications in the discipline of research or a subject allied thereto (the alliance will be decided by the Academic Council on the recommendations of the respective Board of Studies) at the Master's Degree (M.Tech/M.E., MBA, MCA, M.A, M.Sc., etc. other than M.Phil) level from a recognized University:
 - (i) At least 60% marks with First class or equivalent CGPA at the Master's Degree level;
 - (ii) At least 55% marks or equivalent CGPA at the Master's Degree level followed by the degree of M.Phil.
 - (iii) At least 55% marks or equivalent CGPA at the Master's Degree level with at least three years **teaching experience** in the subject concerned in a recognized College/University/ Institute, **OR** at least three years relevant experience on supervisory/executive positions in **Industry/Business House**.
 - (iv) At least 55% marks or equivalent CGPA at the Master's Degree level and the candidate has also qualified the UGC/CSIR-NET, GATE, SLET etc.
 - (v) At least 55% marks or equivalent CGPA at the Master's Degree level if the candidate has been selected as Junior/Senior Research Fellow in a research project sanctioned by UGC, CSIR, ICSSR or any other govt. body to the University or its Institutes.
 - (vi) At least 50% marks or equivalent CGPA at the Master's Degree level for SC and PWD candidates or such teachers who have at least 5 years teaching experience in subject concerned in a recognized College/ University / Institute.
- 2.2 In the case of NRI/Foreign candidates, at least 55% marks in the qualifying examinations of Master's Degree in the relevant discipline.
- 2.3 The candidates, who have passed the qualifying examinations from any foreign University, will have to submit equivalence certificates from the Association of Indian Universities (**AIU**), New Delhi.

ADMISSION:

- 3.1 Every year in the beginning of the session in July, each Department/Institute of the University shall identify the number of seats available in the Department/Institute to be advertised for enrolment of research students for Ph.D. Programmes.
- 3.2 While granting admission to Ph.D. programme, National reservation policy as applicable to Self-Financing Institutions shall be followed.
- 3.3 In pursuance of the Notice for admission when advertised by the University, the candidate shall apply for enrollment as Research Student for Ph.D. Programme on the prescribed form. The applications received shall be submitted to the Department/Institute concerned where the same will be scrutinized by the Departmental Research Committee (DRC).
- 3.4 The DRC headed by the Head of the Department/Institute shall consist of the following:
 1. All Professors of the Department/Institute.
 2. One Associate Professor/Reader of the Department/Institute possessing the research degree of Ph.D. to be associated on seniority by rotation.
 3. One Assistant Professor/Lecturer of the Department/Institute possessing the research degree of Ph.D. to be associated on seniority by rotation.

The term of members other than ex-officio members on the Departmental Research Committee of the concerned Department/ Institute shall be of two years.

- 3.5 Enrolment as research student to the Ph.D. Programme in various disciplines shall be made on the basis of the Admission Test to be got conducted by the University followed by interview by the DRC to adjudge their research aptitude, area of research and suitability, etc. The Admission Test conducted by this University shall be valid upto one Year. The recommendations with regard to the suitability of the research student made by the DRC approved by the Vice-Chancellor shall be final.
- 3.6 The candidates having already qualified the M.Phil degree comprising the Course Work after seeking admission through Entrance Test or have qualified the NET conducted by the UGC/CSIR or GATE or SLET or those who have been awarded Teacher Fellowship by the UGC or any other Regulating Councils for carrying on research for Ph.D. programme will be exempted from appearing in the Admission Test. Provided that a candidate who was given admission at the M.Phil course through Entrance Examination and has qualified Course Work at M.Phil level shall not be required to undertake Entrance Examination or Course Work for Ph.D. programme. In their case academic merit with performance in interview will be taken into consideration for selection. But they will have to appear for interview alongwith other candidates qualified in the Admission Test got conducted by the University.
- 3.7 Pattern of admission test/academic merit and interview shall be as prescribed by the UGC from time to time.

FOR NRI/FOREIGN CANDIDATES:

- 4.1 Subject to availability of candidates, 10% seats may be offered to NRI/Foreign candidates.
- 4.2 NRI/Foreign candidates may be given admission if they fulfil other eligibility conditions and seats for them are available in the Institute/Department concerned. Before an NRI/Foreign candidate is allowed to undertake the Ph.D programme, he/she will have to appear before the DRC which will adjudge his/her research aptitude and area of interest for research.
- 4.3 A Foreign/NRI candidate seeking admission to Ph.D program will submit a brief outline of the proposed area of research alongwith the application form for admission to Ph.D program and also two references of the rank of Professors of some University to the Head of the Institute/Department concerned for consideration by the DRC.
- 4.4 All the recommendations of the DRC with regard to admission of the candidates of Ph.D program in the Institutes/Departments may be placed before another Committee headed by the Vice-Chancellor which may include following members for taking final decision/approval regarding allowing admission to the concerned Foreign/NRI student:-
- (i) Dean of Faculty concerned.
 - (ii) Head of Department/Institute.
 - (iii) Supervisor concerned (Proposed)
 - (iv) Registrar – Member Secretary
- 4.5 Except which have specifically been provided for the NRI/Foreign research students, other provisions with regard to the approval of synopsis/topic, submission of progress report, evaluation of thesis, etc. will be the same as in the case of other research students.

FEE:

- 5.1 The selected candidates will have to deposit the fee as prescribed by the University from time to time and will be enrolled as research student with effect from the date they deposit the admission dues.
- 5.2 Admission Fees, Annual Fee, Evaluation Fee, etc. to be paid by the candidates shall be as prescribed by the University from time to time. In case any research student does not pay his/her dues in time, his/her enrolment shall be cancelled without any further notice.

COURSE WORK:

- 6.1 The selected candidates will have to undergo course work of the duration of one Semester on Research Methodology also comprising Quantitative Methods and Computer Applications to be conducted by the University and will have to qualify the same securing at least 50% marks after which they can proceed further with their research work and writing of the thesis. The Course Work may also involve reviewing of published research in the relevant field. Provided that the candidates will be required to complete the Course Work within one year from the date of deposit of the admission dues.

- 6.2 The University can also consider to allow a research student to undergo a course work in sister departments/institutes either within or outside the university for which due credit may be given on merit of each case.

REQUIREMENT OF STAY:

- 7.1 Every candidate enrolled for research programme of Ph.D. shall be required to carry on his/her research work for at least two years at the University or its Institute or at any National Research Institute/Centre, duly recognized by the University for the purpose.
- 7.2 On a request submitted by any candidate at the time of his/her admission to the Ph.D. programme, the Vice Chancellor may, however, on the recommendations of the DRC consider allowing exemption to the working teachers or executives working in Industry/Business Houses from the condition of stay at the Institute wholly or partially on the merit of each case.
- 7.3 While pursuing research programme of Ph.D., an NRI/Foreign research student will be required to stay at the Institute/University for a period of at least two years including the period of Course Work and no relaxation will be allowed in fulfillment of this requirement except that he/she may be allowed leave to visit his/her country upto two months in a year.

SYNOPSIS AND TOPIC:

- 8.1 After deposit of the dues, the candidate will be asked to submit the synopsis of his/her proposed topic of research programme for presentation of a seminar before the DRC. The synopsis and topic approved by the DRC will be placed before the Board of Studies (BOS) for consideration and approval of the topic of research and assignment of Supervisor, which process will preferably be completed within two months. However, the process of submission of the synopsis on his/her topic of proposed research programme and assignment of Supervisor in the case of those who were required to undergo course work will start after the satisfactory completion of the course work. The candidates will be required to finalize their synopses and topics within two months of the declaration of result of Course Work:

Provided that the candidates who are exempted from undergoing the course work will be required to submit their topics and synopses within two months from the date of deposit of the admission dues to be finalized from the Departmental Research Committee (DRC).

- 8.2 The research topic of a candidate can be allowed to be modified with the approval of the DRC/BOS/AC within one year from the date of approval of the topic and the synopsis by the Departmental Research Committee (DRC). However, the date of registration shall remain the same *i.e* the date of approval of topic and synopses by the concerned DRC.

SUPERVISOR:

- 9.1 All faculty members possessing Doctorate degree with three years teaching experience shall be eligible to be appointed as Supervisor for guiding research students in the relevant discipline. A supervisor shall not have, at a given time, more than eight number of research students for carrying on the Ph.D. Programme.
- 9.2 The allocation of the supervisor from within the Department/Institute for any research student shall be decided by the DRC/BOS in a formal manner depending on the number of students per faculty member, the available specializations among the faculty supervisors, and the research interest of the research student as indicated by him/her during interview. The allotment/allocation of supervisor shall not be left to the individual student or teacher.
- 9.3 In addition to the Internal Supervisor, if need be, an External Supervisor from some other Institute, provided he/she is eligible and consents to guide the candidate, can also be assigned for special knowledge in the concerned area. However, NRI/Foreign research students will be at liberty to opt for an External Supervisor from his own country apart from one Supervisor from this University.
- 9.4 If the Supervisor of a candidate leaves the University before the completion of the research work and/or is otherwise unable to see the work through, due to some valid reason(s), the Vice-Chancellor may allow the change of the Supervisor, on the recommendations of the DRC.

PROGRESS OF RESEARCH WORK:

- 10.1 Upon satisfactory completion of the Course Work on Research Methodology, etc which shall form part of the Ph.D. programme, the research student shall undertake research work and produce a draft thesis within the prescribed time.
- 10.2 Apart from the presentation of the seminar for the approval of the synopsis and the topic of research, the research student shall present his/her research work before the DRC in three seminars, at least once every year, during the period of his/her research, including pre submission seminar which shall be presented when final draft of the thesis is ready for submission. In case the work of research student is found unsatisfactory at any stage as ascertained in the seminar or reported by his/her supervisor(s), the DRC shall give him/her an opportunity to explain his/her position and make suitable recommendations including de-registration.
- 10.3 Six monthly progress reports submitted by the research students on the research work done by them during the preceding six months will regularly be reviewed by the Institute/Department from time to time through their supervisors and the DRC and a copy each of the said progress reports with observations/recommendations of the DRC will regularly be sent to the Registration Section of the University for reference and record in the Office.
- 10.4 Every thesis shall be a piece of research characterized either by discovery of new facts or enunciation of a new theory or theories or by fresh interpretation of known facts. In either, it shall evince the capacity of the research student for critical examination and judgment.
- 10.5 The Ph.D. thesis shall be presented in English only unless the topic requires it otherwise. The linguistic presentation of the thesis should be of a high standard i.e. concise, laid out logically and in proper sequence, free from grammatical and typographical errors and referenced properly. No thesis shall be accepted with any kind of dedication statement.
- 10.6 The research student may incorporate in his/her thesis the contents of any work that he/she may have published on the subject but shall duly declare this fact in the thesis. However, no research student shall submit any such work as his/her thesis for which a degree has already been conferred on him/her by any other University.

SUBMISSION OF THESIS:

- 11.1 When a research student is ready with his final draft for submission of his/her thesis for evaluation, he/she shall apply to the Head of the Department/Institute on the prescribed proforma for fixing his/her pre submission seminar and appointment of panel of Examiners for evaluation of his/her thesis.
- 11.2 Prior to submission of the thesis, the student shall make a pre-submission presentation in the DRC that may be open to all faculty member sand research students, for getting feedback and comments, which may be suitably incorporated in the draft thesis under the advice of the supervisor.
- 11.3 Research student shall publish at least one research paper in a peer reviewed indexed journal related to the subject of thesis and produce evidence for the same in the form of acceptance letter or the reprint before the submission of the thesis for adjudication.
- 11.4 Every candidate shall submit his/her thesis within a period of four years, but not before three years from the date of registration.

In case any research student fails to submit his/her thesis within a period of four years of his/her registration and does not apply for the extension before the expiry of his/her period, his/her registration will stand automatically cancelled without any further notice by the University. The period of four years for submission of Ph.D. thesis may, however, be extended in exceptional cases, by a maximum of two years, on yearly extension basis, by the Vice-Chancellor on the recommendations of the supervisor(s) and the DRC.
- 11.5 For the submission of his/her thesis, the research student will inform the Head of Department/Institute with a certificate duly countersigned by his/her supervisor to this effect that his/her thesis is ready for submission to the University. The research student shall also certify that research work done by him/her is his/her original and not already published (except those got published by him/her) as a part of his/her research work for Ph.D. as referred to under para No.10.6 and 11.3 above, duly countersigned by his/her supervisor.
- 11.6 The research student shall submit three typed or Photostat copies of his/her the sisa long with four soft copies of the same in the form of CD in PDF file. The candidate shall also submit six copies of the summary of the thesis in about 1000 words. After finalization of the award of Ph.D. Degree, one copy with soft copy will be sent to the University Library and the other to the Institutional Library. The third copy will be kept in the Examination Branch of the University for record for five years after which it will also be sent to the Institutional Library.

EVALUATION OF THESIS:

- 12.1 The concerned Board of Studies shall draw a panel of at least six specialists for appointment as examiners for each thesis. The specialists recommended, shall be either Professors or persons of eminence or persons holding equal status and their specializations shall be relevant to the topic of the thesis. If required, additional names of the Examiners will also be recommended by the BOS.
- 12.2 The thesis shall be finally referred to two examiners selected by the Vice-Chancellor from the panel drawn by the BOS. Out of the two, at least one should be from outside the state/country.
- 12.3 The examiners evaluating and recommending the award of degree may also be requested to give in their report, a set of questions which they would like to put to the research student at the time of Viva-Voce.
- 12.4 The evaluator will state categorically whether in his or her opinion:
- (i) Thesis should be accepted for the award of Ph.D. Degree;
 - OR
 - (ii) It should be referred back to candidate for presenting it again in revised form;
 - OR
 - (iii) It should be rejected.
- The evaluator shall state reasons for approval or rejection of the thesis. If he/she recommends re-submission, he/she shall specifically indicate what modifications he/she wants that the research student to effect and incorporate in the thesis.
- 12.5 In case both the examiners recommend award of the degree, the research student shall be examined through a Viva-Voce examination by one of the examiners to be nominated by the Vice-Chancellor. If both the examiners are unable or unwilling to conduct the Viva-Voce examination, another name will be picked up for the purpose by the Vice-Chancellor from the panel already approved by the BOS.
- 12.6 In case one of the two examiners rejects or recommends re-submission with some modifications, the Vice-Chancellor may refer the thesis to the third examiner out of the panel of examiners already recommended by the BOS. If two out of three examiners recommend re-submission with some modifications in the thesis, the research student shall be asked to modify the thesis and re-submit the same only once, not earlier than six months and later than two years after having carried out all the modifications with a certificate duly countersigned by his/her supervisor that all the modifications have been carried out.
- 12.7 A re-submitted thesis shall be examined by the same examiner(s), who had evaluated the original thesis unless any of them is unable or unwilling to do so, in which case substitute(s) shall also be appointed from the panel already drawn by the BOS and approved by the Vice-Chancellor. The examiner(s) for the revised thesis shall see whether the objections raised have been met or not.
- 12.8 The Viva-Voce examination shall be conducted by the external examiner and will be held in the Institute/Department. The date, time and the subject of the thesis shall be notified to the teachers as also the supervisor and the research students of the Institute/Department who shall be permitted to be present at the time of the Viva-Voce examination. The research student shall defend the Viva-Voce openly.
- 12.9 The research student will have to present himself/herself for the Viva-Voce examination when fixed by the University failing which he/she will be declared ineligible for the award of Degree. However, incase any research student is unable to attend the Viva-Voce on the fixed date for any unavoidable reason, the Controller of Examinations on a request by the research student in writing with a fee can allow one time postponement of the date up to a maximum period of three months from the date previously fixed by the University, failing which the research student will be declared ineligible for the award of Degree.
- 12.10 The reports of all the examiners shall be placed before the Research Degree Committee consisting of Vice-Chancellor, Dean of the faculty and Head of the Department/Institute concerned. It shall be the function of the Committee to consider the reports and to recommend to the Vice-Chancellor whether:-
- (a) The degree be awarded;
 - OR
 - (b) The thesis be revised and re-submitted for re-examination;
 - OR
 - (c) The thesis be rejected.

A research student whose thesis is rejected shall not be registered again for Ph.D. degree on the same topic.

OTHER CONDITIONS:

- 13.1 No thesis shall be published without prior permission of the University. The research student may apply to the Head of the Institute/Department for permission to publish his/her thesis within five years from the date of award of Ph.D. degree. The Head of the Institute/Department shall satisfy himself/herself that the thesis is in publishable form. He/she will be guided by the reports of the examiners. A certificate will be obtained from the research student duly countersigned by the supervisor to the effect that necessary improvements suggested by his/her Supervisor and the examiners, have been properly carried out.
- 13.2 However, the Academic Council on the recommendations of the Vice-Chancellor shall have the right to withdraw the degree if plagiarism or duplication or any other form of malpractice is detected at any stage and to initiate such further action as it deems fit. Provided that the Vice-Chancellor shall get the complaint in the matter investigated confidentially and shall give the researcher an opportunity to explain his/her position before Vice-Chancellor recommends the matter to the Academic Council. There shall be no limitation of time for taking action under this clause.
- 13.3 Following the successful completion of the evaluation process and announcements of the award of Ph.D, the Controller of Examinations will ensure that within fifteen days from the date of issue of the notification of award of Ph.D degree, a soft copy of the Ph.D thesis in the form of PDF file, is uploaded on the INFLIBNET website of Shodganga@inflibnet.ac.in, accessible to other Institutions/Universities.
- 13.4 On the Degree, the University shall give a certificate to the effect that the Degree has been awarded in accordance with the provisions of the UGC regulations.
- 13.5 In the case of any research student who does not remain in touch with his/her supervisor or do not submit/present his/her progress reports regularly for review by the DRC or does not get in touch with the Head of the Institute/Department for presentation of his/her research work before the DRC, for approval of his/her synopsis/topic or for presentation of the progress report(s) of his/her research work or does not attend the Course Work or does not pay his/her dues regularly, the Head of the Institute/Department will write to the concerned research student to remind him/her to fulfil the requirement and in case he/she does not comply with their instructions, the matter should be taken up in the DRC or the cancellation of his/her registration for Ph.D. in this University by giving due notice to the concerned research student under intimation to his/her supervisor(s).
- 13.6 No research student shall join any other course of study or appear in any other examination during his/her Ph.D. programme. The Vice-Chancellor may, however, allow a research student to appear in an examination or to attend a course in this University, which is relevant to his/her research.

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CHAPTER -XIV
REGISTER OF THE STUDENTS

1. The Registrar shall maintain a Register of all Under-graduate and Post-graduate students studying for various University examinations in the University and its Institutions and those carrying on research for their Ph.D programme in the University.
2. The register shall contain, in respect of each student, the name of the student in full with complete address, the name of the father & mother, institution entered, year of admission, particulars of the last examination passed, result of every University examination with Roll number and penalty imposed by the Institution/University, if any, etc.
- 3.1 On registration, the student shall be provided with a Registration Card through his/her Head of the Institution concerned indicating his particulars as entered in the Secondary/Senior Secondary Certificate including date of birth, Registration Number under which his/her name has been entered in the Register. The Registration Number allotted to the student shall be quoted by him/her in all subsequent reports concerning the student and in all applications by that student for admission to a University Examination. A duplicate copy of the Registration Card may be issued on payment of fee as may be prescribed by the University from time to time.
- 3.2 A student applying for change of his name in the Register shall submit his application through the Head of the Institution concerned accompanied by a fee as may be prescribed by the University alongwith certificate of change made in the Secondary/Senior Secondary Certificate issued by the recognized Board.

Provided that application for correction in the particulars of the candidate shall be entertained by the Registrar up to three months from the date of issue of the Registration Card without any correction fee. Applications for correction in the particulars received after the expiry of the aforesaid period shall be entertained with a fee as may be prescribed by the University and supporting documents.

- 3.3 The change of name in the Register shall be entertained only if he/she gets his/her name changed on the Certificates on the basis of particulars which have been registered with the University. In the case of a woman changing her surname after marriage, she will submit an Affidavit to this effect duly attested by Notary Public.
- 3.4 If a student's name is struck off the rolls of the institution or he/she migrates to another institution or is rusticated or expelled or disqualified, such a fact shall immediately be reported to the Registrar for record in the Register of Students and for such other action, as may be necessary.
4. Every student shall attend his classes on all working days unless he/she is granted leave of absence by the Head of the Institution concerned. If a student remains absent from his/her classes for a continuous period of seven working days without any valid reason, medical or otherwise, his/her name shall be struck off the rolls irrespective of the fact that he has paid his dues. Leave of absence allowed to any student, however, will not be taken as a plea for condonation of shortage of Lectures.
- 5.1 A student from any other University or from a Board, shall be eligible for admission to the University only on the production of a Migration Certificate showing that the University or the Board has no objection to his joining this University and on payment of such Migration fee as may be prescribed by the University from time to time:

Provided that the condition of production of Migration Certificate shall not apply in the case of students passing their examinations from a Foreign University/Board:

Provided further that in case of real hardship, a student may be admitted provisionally, on his/her risk and responsibility, subject to the condition that he/she shall submit his/her Migration Certificate to the University Office by 31st December of the year of admission. If a candidate submits his/her Migration Certificate after the aforesaid date, he/she shall be required to pay a late fee as may be prescribed by the University at the time of submission of his/her Migration Certificate up to 28th February of the year.

- 5.2 If a candidate fails to submit the Migration Certificate even up to 1st March of the year, he/she will not be allowed to appear in the Annual Examination. However, in any hard case, a candidate can be allowed to appear in the examination provisionally on payment of a late fee as may be prescribed by the University and on submission of an affidavit attested by the Magistrate First Class to the effect that he/she is not appearing in any other Examinations from other University/Board simultaneously. If such a candidate fails to submit his/her Migration Certificate before the declaration of the result, his/her result will be cancelled. However, result can be revived within 3 months on payment of fee as may be prescribed by the University:

Provided further that the above condition shall not apply to a candidate for the First Semester Examination (where there is a Semester System of Examination) and for the First and Second Trimester Examinations (where there is a Trimester System of Examination). However, the candidate for the Second semester or Third Trimester shall have to follow the procedure prescribed for the candidates appearing under the Annual Examination System.

6. Every student, who is not registered with the University, shall pay to the University, at the time of admission, through the Institution concerned when he/she joins, a Registration fee and a Continuation fee as prescribed by the University.
7. The Head of the Institutions shall forward to the Registrar, within one month of the last date for admission or in case of admission with late fee, within one month from the date of actual admission, the names of the students in the prescribed form. In the case of a student who is not already registered with the University, a distinct Registration Number will be allotted after checking the eligibility & other conditions. In case the student is already registered, the Registration fee shall not be payable but such a student shall pay a Continuation fee as prescribed by the University.
8. Students registered under this Ordinance shall be called "Students of the University". A student who is not registered with this University shall not be admitted to any University Examination except allowed under Clause 5 of this Chapter.
9. **Inter University Migration:**
 - 9.1 No candidate can claim migration as a matter of right. The competent authority of this University has the right to reject the application without assigning any reason.
 - 9.2 Application for migration should be submitted to University on the prescribed form, obtainable from the Registration Branch of this University, on payment, alongwith requisite fee.
 - 9.3 Unless otherwise provided/restricted in any other rules/ordinances/ instructions, a student who has joined any College/Institute of another University and wishes to migrate to this University for Professional courses (except MBBS & BDS) will be permitted to do so if:
 - (i) The candidate seeking Migration to 2nd year/3rd Semester fulfills the initial eligibility conditions;
 - (ii) The applicant has valid reason for Migration;
 - (iii) The University from which the candidate is seeking Migration should be recognized by UGC And the course is recognized by the respective Regulating Body/Council;
 - (iv) has obtained No Objection from the Head of the Institution from which he/she wants to migrate as also from the University concerned;
 - (v) has passed First year/1st& 2nd Semester professional examinations:

Provided that any candidate who has passed the first semester examination of the relevant Course and has appeared in the second semester examination may also be considered for migration to the second year/third semester of the course with the stipulation that in the event of having reappear in any paper(s) of the second semester examination as per result declared by the parent University, he/she will have to clear the reappear papers from this University as per existing syllabi of this University before moving to the final year of the course:

Provided further that in case the Re-appear paper(s) with the similar nomenclature or similar contents is/are not available in the first year syllabi of the course of this university, the candidate may opt to appear in some other paper(s) of the first year course which the candidate has not qualified at his/her previous institution.

- 9.4 Migration will not be considered and allowed after 30th September of the year.
- 9.5 5% of the Scheme of Examination and Syllabi of the Course passed by him/her of the University from where the student is seeking Inter University Migration should be similar to that of this University. The similarity of Scheme of Examination and Syllabi will be decided by the Head of the Institution concerned of this University.
- 9.6 The SGPA/CGPA/marks earned/obtained by the student of the University from where he/she is seeking Inter University Migration shall be taken into consideration in the degree/programme as per rules of this University.

- 9.7 Migration will be considered in Second year/Third Semester of the degree course only in the beginning of the Semester/year.
- 9.8 Migration fee wherever required will be as may be fixed by the University from time to time and the Migration Fee once paid by the student will not be refunded in any case.
- 9.9 The candidate seeking migration will also fulfill the requirement of the Regulating Body/Council of the course concerned.
- 9.10 In hard cases, any of the above provisions can be relaxed by the Vice-Chancellor on merit of each case. Provided that since the Syllabi of MM Universities are almost common, the students seeking migration from one of these Universities to the other may be allowed by the respective Vice-Chancellor without following the procedure as provided in the Rules.
- 9.11 The rules of Migration to MBBS/BDS course shall be the same as prescribed by the Medical Council of India for MBBS Course and Dental Council of India for BDS course.
- 9.12 Students migrating from this University will be governed by the provisions of rules of the University to which he/she is migrating.
- 10.1 **Migration from the Maharishi Markandeshwar University to another University:** A student, already registered with this University, may be allowed to migrate to another University or educational institution, outside the territorial jurisdiction of the University and be granted a Migration Certificate on his applying on the prescribed form on paying a fee as may be prescribed by the University. Migration fee once paid, shall not be refunded even if the candidate, after having applied for Migration Certificate, later on withdraws his application.
- 10.2 If a student takes a Migration Certificate to join another University, his/her registration of the University shall lapse. However, he may subsequently return with the Migration Certificate issued from that University or return the same Migration Certificate issued by this University to take further examination of the University, in which case he/she shall follow the same procedure and pay the same fee as may be prescribed for candidates of another University/Boards migrating to the University and the Registration Number already allotted to him/her shall be revived.

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CHAPTER – XV
GENERAL RULES OF EXAMINATIONS
1- GENERAL PROVISIONS FOR EXAMINATIONS

A – Admission to Examinations

1. Applications for admission to an examination shall be made on the prescribed form accompanied by the requisite fee to reach the University by the date fixed for the purpose.
- 2.1 Applications for admission to examinations shall be accompanied by the following certificates signed by the Head of the Institution/Department or any senior functionary of the Institution authorized by him:-
 - (a) of good character;
 - (b) that the candidate is eligible to appear in examination under the Ordinance prescribed for the examination concerned;
 - (c) any other certificate(s) required under the Ordinances.
- 2.2 In the case of an ex-student, the application for admission to an examination shall be accompanied by a certificate signed by the Head of the Institution/Department or any senior functionary of the Institution authorized by him, that the candidate completed the prescribed course of lectures, etc., within the period specified by the Ordinance for the examination.
- 2.3. All candidates male as well as female are required to submit three copies of their photographs out of which, two copies will be affixed on the Admission-cum-Roll No. Card and one copy will be affixed on the Admission form at the space provided for this purpose. On the front portion of each photograph, candidate will write his/her name and of his/her father, which will be attested by the same authority which attests the Admission form.
3. The Academic Council shall have the power to exclude any candidate from examination permanently or for a specified period for reasons to be recorded, if it is satisfied that such a candidate is not a fit and proper person to be admitted to the examination.
- 4.1. If a candidate after admission to an examination –
 - (a) commits an immoral act;

OR

 - (b) is discovered to have committed an immoral act which in the opinion of the Academic Council is such that had it come to their knowledge in time, they would have excluded him/her from the examination.
the Academic Council may –
 - (i) cancel his/her candidature for that examination and order that his/her result be not declared;
and/or
 - (ii) disqualify him/her permanently or for a specified period.
- 4.2 If a candidate, subsequent to the issue of Roll Number or subsequent to appearance in an examination, is found to be ineligible to take the examination, his/her candidature shall be cancelled by the Controller of Examinations for which he/she shall have no claim on the University.
- 4.3 If a candidate, before issue of Roll Number or before appearance in an examination, is found to be ineligible to take the examination, his/her candidature shall be cancelled by the Assistant Registrar (Result).
- 5.1 Where a candidate for an examination in which the number of chances available are limited, has missed one or more chances on account of illness, only one additional chance may be allowed if the candidate, having submitted his/her admission form and fee, informs the Controller of Examinations within one month of the commencement of the University Examination of his/her inability to appear in the examination and also furnishes a Medical Certificate from a Govt. Doctor of a Gazetted Rank or the Medical Officer of this University. This additional chance shall be availed of immediately next to the last admissible chance.
- 5.2 Where chances of the candidate to clear an examination are limited, the Academic Council shall have authority to grant an extra chance, for valid reasons other than illness, in lieu of one or more chances missed by a candidate for no fault of his/her. However, the extra chance shall be availed of immediately next to the last admissible chance:

Provided that the condition of maximum period prescribed for passing an examination shall not apply to the candidates who are allowed additional chance under Sub-clauses 5.1 and 5.2 above.

Provided further that the Vice-Chancellor can allow upto two additional chances over and above those admissible under the Ordinance of the respective courses for passing reappear/compartments papers of their respective courses during whole tenure of the course on merit of each case.

- 5.3 A candidate against whom there is a charge of unfair means and who, in the course of the enquiry, misses one or more chances of appearing in an examination may be given additional chance(s) by the Vice-Chancellor, if he/she is exonerated of the charge:

Provided that the condition of maximum period prescribed for passing an examination shall not apply in such cases.

6. A candidate who has been placed in compartment/re-appear shall have the option to appear in all the subjects. Having exercised the option, the candidate shall not be allowed to change it.

7. Unless otherwise provided, a person who –

- (a) has already passed an examination of this University or any other University shall not be permitted to re-appear in that examination or a corresponding examination.
- (b) is a candidate for an examination in full subjects of this University cannot simultaneously read for, or appear at, another examination of this University or of another University/Board, in the same academic year.

The bar shall not apply to a candidate appearing in another examination of the University for passing or for improvement of division/result or for additional subject; provided that he does not take the examination in more than two subjects/papers simultaneously with the full subjects of his main examination.

8. Notwithstanding anything contained in any other Ordinance, the Academic Council shall, for reasons to be recorded, have power to admit a person provisionally to the next higher class pending his/her qualifying paper or papers, which he/she may have missed with no fault of his/her. The Academic Council shall record reasons for granting such a permission in each case.

9. A candidate whose result of an examination is declared late by this University for no fault of his/her, if otherwise eligible, may be allowed to seek admission in an institution of this University within 15 working days from the despatch of his/her result card, without late fee, subject to the availability of seat and on merit. However, no such admission shall be allowed after 31st October of the year. His/her attendance shall be counted from the date of admission. However, a candidate whose result of the examination taken by him/her is notified as 'Late' may also be allowed to join the next higher class provisionally. In case he is ultimately declared as having failed, his/her provisional admission shall stand cancelled and he/she shall forthwith revert to the lower class. Fee paid by him/her for the higher class shall be adjusted against the lower class dues. No refund of Fee shall be admissible to the student who discontinues his/her studies.

10. Notwithstanding anything contained in any other Ordinance, the Academic Council in the case of –

- (a) a foreign scholar who is not of Indian domicile; or
- (b) a person who is not an Indian National; or
- (c) a person of Indian origin studying in a foreign country, shall have power to –
 - (i) admit him/her to any class of an institution of this University for which he/she is considered fit by the Academic Council;
 - (ii) permit him/her to take a University Examination after studying in an institution of this University for a shorter period than prescribed by the Ordinance for the examination concerned;
 - (iii) grant permission to offer a special paper in English in lieu of language paper in B.A. General/B.Sc/B.Com. Examinations.

11. Notwithstanding anything contained in any other Ordinance, the Academic Council, in order to avoid hardship to a candidate, shall have power to relax the requirements of Ordinances for any examination regarding change of subjects or other similar requirement where the mistake is primarily of the Head of the Institution or on the part of the University office:

Provided that these powers shall not include relaxation of the minimum qualifications laid down for admission to the examination.

12. A candidate appearing for any examination may apply for permission to make a change in the Admission form in respect of:

- (a) subject or subjects, **or**
- (b) any other entry,

provided that—

- (i) The request is permissible under the Ordinances;
- (i) The application accompanied by a fee as prescribed, is received in the University office one month before the commencement of the Annual Examination or 15 days before the commencement of the Supplementary Examination. A regular student of an institution of the University/University must submit the application through the concerned Head of the Institution/Department with a certificate to the effect that he/she has attended the requisite percentage of lectures in the changed subject(s).

However, the Vice-Chancellor may, in hard and genuine cases allow, acceptance of an application under this clause after the expiry of the period mentioned above on payment of late fee as prescribed by the University.

13. A prisoner serving a term of imprisonment may be allowed to appear in an examination if –

- (i) a certificate of good conduct is given by the Superintendent of the Jail concerned; and
- (ii) having attended the course he/she is eligible under the Ordinances for the examination concerned also:

Provided that if such examination is arranged in the Jail, the expenditure involved shall be paid by the interested party.

14. In case of late submission of Dissertation/Project Work/Term Paper/Training Report/Field Trip Report etc. beyond the prescribed date as laid down in the Ordinances of the respective courses, the same may be accepted on payment of the following penalty :-

- | | |
|---|--|
| 1. Within normal period | No Penalty |
| 2. After expiry of normal period i.e. upto 120 days | } As may be prescribed
from time to time. |
| 3. After expiry of normal period upto six months | |
| 4. After expiry of normal period upto one year. | |

No further extension will be granted and the result will be declared treating the candidate as Absent, provided that the Vice-Chancellor may allow further extension with further penalty as he may deem fit in a hard and deserving case to his satisfaction.

A candidate who submits his/her dissertation/Project Report etc. during the extended period, will not be entitled to be listed in the merit list and for the award of the Merit Certificate/Medal.

Provided that if a candidate fails to submit the dissertation, etc. even during the extended period, he will be considered to have absented in the dissertation paper and his result shall be declared accordingly.

B -- Examination Fee

- 15.1 The Vice-Chancellor may, when he considers it appropriate in any exceptional case:-

- (i) extend the date for submission of the examination Admission forms and fees by an Institute/University Department, keeping in view the circumstances; and
- (ii) accept the Examination Admission forms and fees after the expiry of the last date with late fee as prescribed by the University from time to time.

- 15.2 If the result of any particular candidate(s) is declared late or is revised due to re-evaluation/re-checking of answer-book(s) within less than 20 days before the last date fixed for the submission of Admission forms without late fee, the candidate may submit the examination form alongwith fee by the following dates :-

- (i) Without late fee : Within 20 days of the declaration of result.
 - (ii) With usual late fee as prescribed for the relevant period : Within 10 days of the date mentioned in (i) above.
 - (iii) With usual late fee as prescribed for the relevant period : After the expiry of the date mentioned in (ii) above.
- 15.3 The Vice-Chancellor may condone the late fee in case a Department or a College has failed to deposit the Examination fee in full, within the prescribed period/last date, due to clerical mistake, viz., totaling of the amount payable, rate of Examination fee payable, etc.
16. For the purpose of calculating late fee, the date of remittance of money by the candidate from the Post-Office/Bank shall be taken as the date of receipt thereof by the University.
- 17.1 A candidate who –
- (i) fails to present himself/herself for an examination;
- OR
- (ii) has appeared in an examination provisionally and is subsequently declared ineligible by the Controller of Examinations or an Officer authorized by him, according to the Ordinance, shall not be entitled to refund of the fee or to have it kept in deposit for a subsequent examination, provided that –
 - (a) if a candidate dies before the commencement of examination or during the course of examination without having appeared in any paper, the fee shall be refundable to his/her legal heirs;
 - (b) if a candidate becomes ineligible to appear in an examination after sending his/her Admission form and fee, he/she shall forfeit to the University 25% of his/her Admission fee(excluding Late fee, Registration fee, Science fee, etc., which will be refunded in full);
 - (c) an application for refund of the examination fee must reach the Controller of Examinations within three months of the date of commencement of the Examination.
- 17.2 A candidate shall not be entitled to refund of examination fee paid by him/her–
- (i) if permission accorded to him/her to take an examination is subsequently cancelled, as a result of mis-statement of facts or suppression of important fact or want of relevant information in his/her examination admission form;
 - (ii) if he/she tried to obtain admission to an examination by making a false statement of facts in his/her Admission form.
- C -- Withdrawal of Admission Form and Refund of Fee**
18. An Admission form, once submitted, may be withdrawn by the Head of an Institution of the University only under the following conditions :
- (i) When a candidate's Admission form, has been sent up provisionally, for shortage of attendance and that shortage has not been made up nor condoned in accordance with the Ordinances;
 - (ii) When a candidate, after sending his/her Admission form falls short of the required percentage of lectures as specified in (i) above;
 - (iii) When a candidate's name has been struck off from the rolls of the institution for non-payment of College dues provided such action has been taken before the commencement of the examination.
 - (iv) When a candidate has been rusticated or expelled or his character certificate has been withdrawn for misconduct before the commencement of the examination.
19. Refund of Examination fee shall be allowed only if:
- (i) The Head of the Department/Institution intimates to the University Office at least a week before the commencement of the examination withdrawing the admission form of the candidate sent provisionally for shortage in attendance;

- (ii) The Head of the Institution/Department intimates to the University Office at least a week before the commencement of the examination that a candidate subsequent to the submission of his/her admission form has fallen short of lectures and is, therefore, ineligible to take the examination;
 - (iii) A candidate for an Examination is reported to be ineligible to take the examination for having not obtained the percentage of marks in the House Examinations as required under the Ordinances, provided that the Head of the Institution sends intimation to this effect to the Controller of Examinations so as to reach him a week before the commencement of the examination, and provided further that the Admission form of such a candidate had been sent provisionally;
 - (iv) A candidate for an examination is reported to be ineligible having not fulfilled the requirement of Internal Assessment wherever provided for, if intimation to this effect is sent by the Head of the Department/Institution to the Controller of Examinations so as to reach him at least a week before the commencement of the examination concerned.
20. Refund shall not be allowed –
- (i) when a candidate's name is withdrawn for non-payment of College dues;
- OR
- (ii) when a candidate's name is withdrawn on account of his/her rustication or expulsion from the Institute or withdrawal for misconduct.

D -- Cancellation of Candidature

- 21. When the candidature of a candidate is to be cancelled before his appearance in the examination on grounds of his/her being ineligible, the Assistant Registrar concerned is authorized to pass orders.
- 22. The Controller of Examinations shall have authority to cancel the candidature of a candidate for any University Examination on grounds of his/her ineligibility after he/she had actually appeared in the examination.

E - Publication of Results

- 23.1 The Controller of Examinations shall publish the result of the various examinations in keeping with the provisions of Section 38 of the University Act and in such a manner as may be directed by the Academic Council.
However, if, on scrutiny of the pass percentages, it appears that there has been a distinct change of standard in the examination as a whole or in a particular subject, the matter shall be submitted to the Vice-Chancellor who may refer the matter to the Examiners concerned for report or may take such action as he may consider necessary.
- 23.2 Simultaneously with their publication, the results of the regular student shall be communicated to the Heads of the Institutions/Departments concerned.
- 23.3 Within a week of the publication of results or soon thereafter, result cards of the regular students, showing the marks obtained, shall be communicated to the Heads of the Institutions/Departments concerned.

F -- Rectification of Results

- 24. The Vice-Chancellor shall have power to quash the result of a candidate after it has been declared, if:-
 - (i) he/she is found guilty of using unfair means in the examination; or
 - (ii) a mistake is found in his/her results; or
 - (iii) he/she is found ineligible to appear in the examination; or
 - (iv) he/she is a person against whom action under Clause 4.1 would have been taken, had the facts come to the notice to the University earlier.
- 25.1 A candidate shall be entitled to have his/her answer-books re-checked on payment of a fee per answer book, as prescribed by the University, subject to the following:
 - (i) Application for re-checking is received by the University within 20 days of the date on which the result is declared by the University;
 - (ii) Re-checking will be done only to see if the marks awarded to various answers have been correctly added and if all the answers have been assessed by the Examiner.

- 25.2 If any mistake is discovered as a result of re-checking of answer-book, the Controller of Examinations shall have power to rectify the results. In such a case the re-checking fee paid shall be refundable.
- 25.3 In a case where re-checking of answer-book(s) is not permissible or the application has been rejected being time-barred or being inadmissible, the fee paid by the applicant may be refunded after deducting 10% of the fee, provided the application for refund is received in the Office within three months of the date of issue of rejection letter.

G--Award of Medals and Merit Certificates

- 26.1 While declaring the result of final examination of each of the courses, the University shall also draw and notify the Merit List which shall not include more than top three candidates in order of merit of marks secured by them in the respective examinations with First Division in first attempt and within minimum duration of the course:

Provided that a candidate who fails to submit his/her dissertation/Project Report etc. within the minimum prescribed period and submits the same during the extended period, will not be entitled to be listed in the merit list and for the award of the Merit Certificate/Medal.

- 26.2 The candidate who has obtained First Class with First Position and/or with distinction on in order of merit shall be awarded Medal:

Provided that if more than one candidate has obtained equal number of marks in an examination, on the basis of which a Medal is to be awarded, the medal shall be awarded to each of them mentioning on each medal the name of the candidate to whom the medal is to be awarded:

Provided further that if consequent upon re-evaluation of Answer-book(s), one or more candidates secure marks more than the marks of original candidate securing First position in the Merit list, they will also be eligible for award of Gold Medal. However, in case the Medal has already been awarded to the original candidate, it will not be withdrawn.

- 26.3 The Medals shall be presented at the Annual Convocation of the University. It shall be made of gold plated and the name of the candidate with the name of the course, position attained and the year of the award shall be inscribed on the Medal with the seal of the University on its reverse side.
- 26.4 Every medal shall be accompanied by a Certificate of Merit indicating the particulars of the candidate to whom the medal is awarded.
- 26.5 Other candidates in the merit list may be issued Certificate of Merit indicating their respective positions.

H – Additional Examinations

27. Notwithstanding anything contained in any other Ordinance/ Rules/Regulation, the Academic Council or the Vice-Chancellor shall have power, in the case of all examinations held by the University, to hold an additional examination in the same year for special reasons to be recorded:

Provided that in no case, a re-examination shall be held if a student walks out of the Examination Hall.

I – Miscellaneous

28. In case a committee of Faculty Members is constituted for any examination matter which includes Controller of Examinations also as a Member he will act as Member Secretary of any such Committee.
29. All legal disputes relating to the Examiner ship/Conduct of examinations/duties of staff in Examinations or admissions, Fee of students, etc. will be subject to Ambala Courts or Courts having Jurisdiction in Ambala.
30. The Controller of Examinations shall take steps for continuous examination reforms and getting the relevant rules, regulations, ordinances and statutes updated from time to time.
31. The examinations scripts of the examinees/students appearing in the University examinations shall be retained for a minimum period of at least one academic year after the declaration of results, but shall maintain student wise complete record of their performance permanently. Other record of examinations shall be retained as per rules framed from time to time by the University in this behalf.
32. Schedule of Examinations shall be posted on the University Website(s) as per requirement of Section 37 of the University Act.

II – CONDUCT OF EXAMINATIONS

A - General Provisions

1. Subject to the Ordinances framed and directions issued by the Academic Council, the Controller of Examinations shall be responsible for all arrangements connected with the conduct of examinations and all matters connected therewith.
- 2.1 Every Institution/Department shall, for supervision of the University Examinations, recommend the names of such number of teachers as are required by the Controller of Examinations.
- 2.2 If a teacher, who is assigned an examination duty, fails to perform the same, he/she shall be treated as absent from his/her Institution for the period in question besides rendering himself/herself liable to such other disciplinary action as the Vice-Chancellor may deem fit .
- 3.1 The Superintendent of each Centre shall be appointed by the Controller of Examinations preferably from the names recommended by the Head of the Institutes/Departments.
- 3.2 The Convener of Flying Squad may be appointed by the Controller of Examinations preferably from the names recommended by the Head of the Institutes/Departments. The person appointed as Convener of the Flying Squad should not ordinarily be below the rank of an Associate Professor in the University or its Institute or an Assistant Professor with five years' teaching experience.
- 3.3 The Flying Squads may be formed for inspection of Centers. Members of Flying Squads should ordinarily be Assistant Professors of Institution/Department having at least three years teaching experience.
- 3.4 The Head of the Institute(s)/Department(s) where Centre(s) is/are created, may be made overall in-charge for the smooth conduct of Examinations and that he be designated as Chief Co-ordinator at his/her Institution Centre(s) for the entire duration of examinations:

Provided that in case of inability of a Head of the Institution to function as Chief Co-ordinator whose ward (son, daughter, brother or sister or any other near relative) is taking the examination at that Centre, the Controller of Examinations may appoint the next available senior member of staff of the Institution/Department as the Chief Co-ordinator.

- 3.5 Where there are more than one Centre in any Institute/Department these would be merged into smaller number of Centers (depending upon the number of examinees for subjects other than compulsory papers etc.). The Head of the Institution would arrange their day-to-day functioning and co-ordination as a result of merger as per directions issued by the Controller of Examinations from time to time.
- 3.6 The Assistant Superintendent appointed to check outside interference at a Centre will be deputed by the Superintendent of the Centre of Examination from amongst the Supervisors appointed at the Centre.
- 3.7 In addition, the Chief Co-ordinator may also appoint one Assistant Superintendent out of the teachers of his/her Institute/Department to maintain law and order and to check outside interference.
- 3.8 The Chief Co-ordinator will ensure that Supervisory Staff is given due protection at the hands of the bad elements at the Examination Centres at his/her Institute/Department and the staff coming from out-station is helped in getting suitable accommodation during the course of examinations.
- 3.9 The staff appointed for examination duties will be paid honorarium and TA/DA, wherever applicable, as per University rules:

Provided that persons who are related to any of the candidates appearing in the examination at any centre shall not be eligible for appointment for any examination duty at the said Examination centre.

4. The Controller of Examinations shall have authority to appoint one or more Assistant Superintendents, and other staff required at each Centre for the conduct of examinations.
- 5.1 The candidate whose answer –book is lost after having been received by the Centre Superintendent of the Examination and who, but for this answer-book, would have either passed in the examination or is likely to be placed under compartment shall, unless he opts for re-examination on a date to be fixed by the Controller of Examinations, be deemed to have obtained in that paper marks equal to the marks obtained by him/her in the other Theory paper(s) of the same subject and if there was no other Theory paper(s) in that subject or if there were more than two Theory papers in that subject, marks equal to the average of the marks obtained by him/her in the other Theory paper(s). No re-examination fee shall be charged from a candidate who opts for re-examination under this clause.

- 5.2 If there is a dispute as to whether a candidate's answer-book was duly received or not, the finding of the Controller of Examinations, subject to confirmation by the Vice-Chancellor shall be final.
6. If a candidate falls ill seriously and as a result thereof is hospitalized during the days of examination, special arrangements for his/her examination may be made in the hospital if -
- (i) he/she produces proper evidence to the satisfaction of the Controller of Examinations in support of the serious illness, duly certified by the Head of a recognized Hospital; and
 - (ii) arrangements to the satisfaction of the Controller of Examinations can be made for holding the examination in the hospital:

Provided that for special arrangements the candidate shall pay an additional charge as prescribed by the University from time to time.

B - Duties of the Chief Coordinator during the University Examinations

Head of the Institution where examination Centre is created will generally act as Chief Co-ordinator of the Examination Centre(s) in that Institution .

1. The Chief Co-ordinator shall receive the parcels containing question-papers pertaining to the Centre(s) in his Institute/Department and keep them in his safe custody till these are delivered to the Centre Superintendents on the relevant days of the Examination. The envelopes shall be kept in a steel almirah, the keys of which will remain only with the Chief Co-ordinator. The almirah will be kept in a safe room. The room will have a double lock. Both the keys of one lock will remain with the Chief Co-ordinator and of the other lock with the Centre Superintendent. As soon as the Centre Superintendent arrives, the Chief Co-ordinator will show him all the envelopes of question-papers with the Centre Statements as provided in the Book of Instructions for the Centre Superintendents and the Supervisory Staff.

Thereafter, the Centre Superintendent will arrange the envelopes of the question-papers date-wise, separately for morning and evening sessions and keep them in the almirah and hand over the keys to the Chief Coordinator. On each date of examination, the Centre Superintendent will obtain the envelopes of the question-paper from the Chief Co-ordinator, meant for morning session in the morning and for the evening session in the after-noon, sign the requisite Certificate on the question paper packet and get it countersigned by the Chief Coordinator, in token of the seals being intact at the time of receipt of the packet(s) as also delivery and opening of the correct packets of question-papers at the examination centre.

2. He will be responsible for day-to-day smooth functioning of the Centre and maintenance of proper discipline at the Centre.
3. He will ensure that a day before the commencement of the examination satisfactory arrangement of seats according to confidential list is made in such a manner as to render all communications between the candidates impossible.
4. He will go round the Institute to inspect the Centers.
5. He will send a weekly report about the functioning of the Centers.
6. He will have the stock of answer-books to be checked and initial the stock entries in the stock register in token of their correctness.
7. He will also see that issue of answer-books to the Centers in his Institution is regulated.
8. He may replace any member of the staff if his/her conduct during the examination is found unsatisfactory and report the matter to the Controller of Examinations. He will also make arrangement if any member of the Supervisory Staff does not turn up.
9. He may seek the help of the District Authorities (Deputy Commissioner, Superintendent of Police, as the case may be) in case there is any apprehension of breach of peace.
10. In case the Head of the Institute has to leave the station on urgent work, he shall appoint the senior member of his staff as Chief Coordinator during his absence and send an intimation to this effect to the Controller of Examinations.
11. The Supervisor for outside duty will be deputed by the Superintendent of the Centre of Examination from amongst the Supervisors appointed at the Centre.

12. He will see that the examination at the Centre is conducted smoothly. He will not interfere in the day-to-day functioning of the Centre Superintendent who will be directly answerable/reporting to the Controller of Examinations.
13. All unfair means cases will be sent by the Centre Superintendent direct to the University Office and not through the Chief Co-ordinator.
14. He will co-ordinate the working of the Centre(s) in his/her Institute/Department and effect merger of Centres into one or two, as necessary; keeping in view the capacity of the building and the number of the students and issue instructions to the Centre Superintendents in this regard. He will ensure that:
 - (a) Separate absentee memos. in regard to each Centre, originally allotted to the candidates throughout the examination, even if the candidates are transferred from one Centre to another on amalgamation are used and original Centre number of Candidate(s) is indicated;
 - (b) Similarly separate Signature Charts in respect of each Centre, originally allotted to the candidates, are used throughout the examination even if the candidates are shifted from one Centre to another on amalgamation.

For this purpose, the Centre Superintendent of the original Centre is required to pass on to the Centre Superintendent of the day the Signature Sheets to the Centre(s) at which the candidates are seated;

 - (c) If the maximum number of candidates in a session on a day is 250 and the same total of the candidates in a session falls below 50, the Chief Co-ordinator will merge the Centre into one or two, as deemed fit provided that no Centre shall be broken or merged if the number of candidates in a Centre in a day is 50 or above;
 - (d) While effecting the merger as in (c) above the Chief Co-ordinator shall see that as far as possible equal number of duties are allotted to Centre Superintendent, Deputy Superintendents, Assistant Superintendent, Clerks and other staff;
 - (e) Separate subject-wise memos. of answer-books pertaining to each Centre are prepared by the Centre Superintendent of the amalgamated Centre. The memos so prepared are to be placed outside the respective sub-packets of answer-books for each Centre;
 - (f) If, after the merger of the Centre the number of candidates is above 200 and separate memos. are to be used, the Chief Co-ordinator may appoint an additional Clerk;
 - (g) All sub-packets pertaining to each Centre are placed in the main bundle to be sent to the Assistant Registrar (Secrecy).
15. In case of inability of the Head of the Institution/Department to function as Chief Co-ordinator of whose ward (son, daughter, brother or sister or any other near relative) is taking the examination at that Centre, the next available senior member of the Staff of the Institution will act as Chief Co-ordinator. The name of teacher may be intimated to the Controller of Examinations immediately for necessary action by the Office.
16. It will be the responsibility of the Chief Coordinator to provide the required service staff. However, while appointing such staff, the integrity and honesty of the staff should be kept in view.

**C - Duties of Centre Superintendents and Assistant
Superintendents of Examination**

1. The Centre Superintendent shall see that the doors of the Examination Hall open fifteen minutes before the time specified for the distribution of the question-paper.
2. Before the commencement of the Examination, the Centre Superintendent shall be supplied by the Controller of Examinations, with a list showing the names of candidates and the optional subjects taken up by them and a statement showing the number of candidates appearing in each subject.
3. The Centre Superintendent shall not admit any candidate whose name is not shown in the list or allow candidate to take an optional subject other than that shown against his name:

Provided that, in doubtful cases, the Centre Superintendent may allow a candidate to take the paper provisionally at the candidate's own risk and responsibility and immediately refer the matter to the Controller of Examinations. The answer-book of such a candidate will be sent separately to the Controller of Examinations in a separate cover as stray case.

4. The question-paper, set for the examination, shall be dispatched by the Controller of Examinations in a sealed cover, which shall be opened by the Centre Superintendent in the presence of two members of the Supervisory Staff. The Centre Superintendent and the Assistant Superintendent(s) shall certify that the seals of Question papers have been opened in time. The certificate shall be forwarded to the Controller of Examinations on the same day:
Provided that if there is only one Assistant Superintendent on any particular day, the question-paper shall be opened in the presence of the Assistant Superintendent and the Head of the Institution/Head of the concerned Department or his/her nominee.
5. Before the commencement of the examination, the Centre Superintendent shall see to the satisfactory arrangement of examination tables and seats. He/she shall take care to seat the candidates in such a way as to render all communication between them impossible.
6. The Roll Number of each candidate shall be marked on each seat so that the candidate may readily find out his/her place.
7. Blank answer-books shall be supplied by the University. No continuation sheet is to be given under any circumstances.
8. The Centre Superintendent shall remain in the Examination Hall during the time allotted for each paper and shall immediately draw the attention of the Controller of Examinations to any misprint, mistranslation or ambiguity in the Question-paper which may come to his notice.
9. As soon as the time allotted expires, the Superintendent shall collect the answer-books have them arranged in serial order, pack them securely and despatch the same to the University immediately thereafter.
10. The Centre Superintendents are expected to make arrangements as economically as possible consistent with efficiency in all matters involving expenditure of money.
11. Any attempt to use unfair means to pass the examination or any violation of the rules by candidates shall immediately be reported by the Centre Superintendent to the Controller of Examinations.
12. If, in the opinion of the Centre Superintendent, it is necessary to permit a candidate to leave the Examination Hall during the examination hours for brief period, he/she shall be accompanied by an escort. The Centre Superintendent may fix time, if necessary, within which the candidate must return to his/her seat.
13. Ordinarily, one Assistant Superintendent shall be appointed for every 30 candidates but the Centre Superintendent will have the option to appoint an additional Assistant Superintendent with the approval of the Controller of Examinations to meet any emergent requirement.
14. Assistant Superintendents shall report themselves to the Centre Superintendent at 11.00 a.m. on the day preceding the examination at the Centre of Examination. On the days of examination, when on duty, they should reach the Centre half an hour before the commencement of the examination.
15. Assistant Superintendent shall remain in the Examination Centre/Hall during the time allotted for each paper and shall not leave the Centre/Hall without the permission of the Centre Superintendent.
16. In case an Assistant Superintendent is unable to present on account of unavoidable circumstances, he shall give at least 24 hours' notice to the Centre Superintendent.
17. Assistant Superintendents are required to help the Centre Superintendent in the distribution of question-papers, answer-books, etc. to the candidates and in collecting the answer-books from the candidates at the close of the examination and perform such other duties as may be assigned to them by the Centre Superintendent and also contained in the Book of Instructions for Supervisory Staff.
18. The Assistant Superintendents shall help the Centre Superintendent in preparing a list of the candidates present at the examination and in verifying their identity by comparing their signatures with those on the Admission Cards.
19. During the course of examination, the Assistant Superintendents are expected to move about the place of their duty and not to engage themselves in study or conversation.
20. If any candidate is found to resort to unfair means at the examination or to create disturbance or act in any manner so as to cause inconvenience to the other candidates, the Assistant Superintendent shall, at once, report the matter to the Centre Superintendent.

**D - Appointment of Centre Superintendents and
Assistant Superintendents**

1. The following persons shall be eligible for appointment as Centre Superintendent for all examinations:
 - (i) Teachers of the Institutions or Departments of the University, who have already worked as Assistant Superintendents.

The Centre Superintendents at the various Centers will ordinarily be appointed from an Institute/Department other than the Institute/Department of the examinees, but in case of emergency or genuine difficulty, the Controller of Examinations may, at his discretion, make the appointment locally or from the same Institution depending on the circumstances.
- 2.1 The following persons shall be eligible for appointment as Assistant Superintendent for all Examinations:
 - (i) Teachers, Librarians, Lecturer in Physical Education and Instructors of Institute/Department.
 - (ii) In case of emergency when persons mentioned at (i) above are not available, the Research Scholars, Research Fellows, Ministerial Staff of Institutes/ Departments of the University may be appointed as Assistant Superintendents.
- 2.2. The Assistant Superintendents may be appointed 40% from the Institute/Department where the examination is held and 60% from other Institutes/Departments for normal centers. For notorious centers, the ratio could be 30% or even less from the Institutes/Departments where the examinations is held and 70% or more from other Institutes/Departments.
- 2.3 If any person appointed as Centre Superintendent or as member of the Supervisory Staff does not turn up for duty or keeps himself absent willfully without showing proper and good cause or neglects the duty assigned to him, he shall be debarred from any University work in future and will be liable for disciplinary action.
- 2.4 There shall be one clerk at each Centre. An additional clerk will be allowed when two or more different examinations are being held simultaneously and the number of candidates exceeds 240.
- 2.5 The Assistant Superintendents are directly under orders of the Controller of Examinations in matter of appointment and removal.
- 2.6 Sanction for removal of an Assistant Superintendent must be obtained from the Controller of Examinations telephonically if time is short.
- 2.7 A Centre Superintendent may, if situation demands immediate action, remove an Assistant Superintendent with the approval of Chief Co-ordinator in anticipation of the approval of the Controller of Examinations to whom a full report giving the details of the necessity for such removal must be sent through the Chief Co-ordinator latest by the day following such removal.
- 2.8 In case an Inspector finds that supervision at a Centre is defective, he may appoint/replace an Assistant Superintendent and report the matter to the Controller of Examinations giving the following information:-

Name and address of the Assistant Superintendent, date of examination, number of candidates (room-wise), specific reasons which necessitated the appointment and number of days/sessions for which sanction is given by the Inspector (mere ground of efficient supervision will not be considered enough).
- 2.9 The Centre Superintendent shall see that the allotment of turns to the Assistant Superintendents etc., leaves no room for a legitimate grievance. The Assistant Superintendents should, as far as possible, be allotted different places of duty every day. A duty chart of supervisory and the service staff engaged at the Centre shall be provided in the Superintendent's file. This form should be completed on the first day of the examination and should be available for inspection by the Inspector of Centers.
- 2.10 The rows of candidates to be allotted to various Assistant Superintendents should be kept a secret and communicated to the persons concerned only a short while before the commencement of the examination.
- 2.11 In case the Centre Superintendent is asked to arrange for an Assistant Superintendent locally, he should appoint someone not related to the candidates in any way and communicate the name to the University for approval and record.
- 2.12 One Deputy Superintendent shall be appointed for every Centre to assist the Centre Superintendent. The Deputy Superintendent will be an additional hand over and above the ratio of 1:30. On a day when the number of candidates does not exceed 30, the Deputy Superintendent shall perform the duties of the Assistant Superintendent

also. An additional Deputy Superintendent may also be appointed at the discretion of the Controller of Examinations in case the situation at a particular Centre so warrants.

3. The following Supervisory and Service Staff at Examination Centres will be paid honorarium as approved by the University from time to time.

(a) For Theory Examinations

1. Centre Superintendent
2. Deputy Superintendent
3. Asstt. Superintendent
4. Centre Clerk
5. Daftri/Waterman/Sweeper
6. Chowkidar

Note.—

- (i) Only one Chowkidar shall look after all the Centers in an Institution.
- (ii) One Waterman/Water woman will be appointed for every 100 candidates or part thereof. However, when the number of candidates does not exceed 40, the Daftri shall perform the duties of the Waterman/Water woman in addition to his own duties. If Waterman/Water woman appointed according to the above norms is/are unable to cope with the demand of the candidates for water, in the Summer Season, Centre Superintendent in consultation with the Chief Co-ordinator may appoint one or two additional Waterman/Water woman and approval be obtained from the Controller of Examinations by giving full justifications for the said additional appointment. The arrangement for drinking water should be made within the Examination Hall and as far as possible urinals should be very close to the Examination Centre.

(b) For Practical Examinations

Supervisors appointed for Practical examination shall also be called Asstt. Superintendent and will be paid at the same rate as for Theory Examinations.

E - Creation of Examination Center

1. The examinations shall ordinarily be held at such Centers as may be created within jurisdiction of the University.
2. Application for creation of a Centre of Examination will be considered only if the minimum number of candidates likely to appear at the proposed Centre is as stated below:

- | | | |
|-----|---|---|
| (a) | Men's Centre for all examinations except Professional Examinations | ...100 |
| (b) | Women's Centre for examinations except Professional Examinations | ...50 |
| (c) | A centre for each Professional Examination, except B.Ed will be created irrespective of number of candidates. In the case of B.Ed. Examination, however, the minimum number of candidates for creation of a Centre shall be : | ...75 |
| (d) | Combined Centre for men and women. If more than one examinations is held at a Centre, the requirement of minimum number of candidates under these rules shall not be necessary. | ...75 |
| (e) | For Supplementary Examinations the minimum number of candidate for retaining a Centre will be on any one day | <div style="display: inline-block; vertical-align: middle;"> 70 for men
and 30 for
women </div> |

- (g) The minimum number of candidates for creation of a Centre for PG Examination Parts-I and II combined shall be : ...75

3. Creation of a Centre shall further be subject to the following conditions:-

- (a) Satisfactory and adequate arrangements are available.
 (b) It shall be obligatory on the part of recognized institutions where Centers are recreated, to provide suitable accommodation and adequate furniture free of charge and to undertake full responsibility for the prevention of the use of unfair means at the Centre.

F - Special Arrangements for Amanuensis

(Writer of Answers)

1. A candidate may be allowed help of an amanuensis (writer) if he/she is:

- (i) blind;

OR

- (ii) permanently disabled for writing with his/her own hand;

OR

- (iii) temporarily disabled from writing, such as fracture of the right or left arm, fore-arm or dislocation of a shoulder, elbow or wrist, etc. The candidate shall produce a certificate from a Professor of the specialty concerned of Medical College, or from the Civil Surgeon of the District concerned, to the effect that the candidate is unable to write his/her answer books because of the temporary disability.

2.1 On the written request from the blind candidate(s) through the Head of Institute/Department, the Controller of Examinations is authorized to appoint amanuensis in accordance with the prescribed qualifications of the writer. Intimation with full particulars on the prescribed proforma will be sent to the University by Chief Co-ordinator in the last packet. In case of the other handicapped persons, amanuensis will be appointed with the approval of the Vice-Chancellor.

2.2 In case physical disability of any candidate is such as to render him incapable of answering the paper in the prescribed time, an extra time up to one hour for a paper as prescribed may be allowed. For blind persons, however, the extra time of one hour will be allowed.

3. The amanuensis shall be two grade lower in education than the candidate, but he/she must not have secured more than 55% marks in the Examination. The requirement of having obtained not more than 55% marks in the last examination may be relaxed if the qualification of the writer is more than two grade lower than that of the examinee:

Provided that in case of blind candidate amanuensis shall be of one grade lower in education than the candidate but he must have not secured more than 50% marks in the examination.

4. The Centre Superintendent shall arrange for a suitable room for the disabled candidate and put on duty there one additional Assistant Superintendent for him/her out of the list supplied by the University Office.

5. The candidate, other than blind person, asking for a writer in accident cases shall pay in advance to the University an additional fee at the rate per paper as prescribed by the University out of which half of the amount will be paid to the writer by the University and also remuneration payable to the Additional Assistant Superintendent at the prescribed rate.

6. The dues of the writer and the Assistant Superintendent will be included in the bill of the Supervisory Staff by the Superintendent of the Centre concerned.

G- Directions to Candidates for Examination

1. The Examination Hall shall be opened each day at least fifteen minutes before the time specified for the distribution of the question-paper and all candidates must be in the Hall by the time specified. No candidate who is late by more than half an hour shall be admitted to the Examination Hall.

When a candidate leaves the Hall, he/she shall, before doing so, handover his/her answer-book to the Assistant Superintendent concerned, and he/she shall, on no account, be re-admitted. No extension of time shall be granted to a candidate on ground of late arrival.

Every candidate shall show, on demand, his/her Roll Number Slip/Admit card for admission to the Examination Hall.

2. No candidate shall be permitted to leave the Hall until the expiry of half the time after the distribution of the question-paper. A candidate leaving examination centre after the expiry of half the time will not be allowed to take the question-paper with him/her. The question-paper will be allowed to be taken outside the Examination Hall only after the expiry of full time.
3. Each candidate shall be allotted a seat, with his/her Roll Number. Candidates shall find out and occupy their own allotted seats.
4. No candidate, without the special permission of the Superintendent, shall leave his/her seat or the Examination Hall until he/she finishes his/her paper.
5. Each candidate shall write on the title page of his/her answer-book, his/her Roll Number at the specified space before he/she starts answering the question-paper. When the time allowed has expired, the answer-book shall be handed over to the concerned supervisory staff even though the candidate has not attempted any question.
6. All candidates are required to bring their own pens. No candidate shall tear a leaf of an answer-book.
7. No Candidates shall write answer (or anything else) on the question papers, or remove any paper from the Examination Hall except the question-paper.
8. No Candidates shall write their names or mark any kind of identification mark or make a request to the examiner in any part of their answer-books or to write their Roll Numbers anywhere except in the space specified for the purpose.
9. Candidates shall sign against their names on the attendance sheet when directed to do so by the Superintendent.
10. The candidates both at the Under Graduate and Post Graduate level are allowed to use non-programmable calculator during their examinations.

III - PUNISHMENT FOR USE OF UNFAIR MEANS

1. Everyday, before the Examination begins, the Centre Superintendent or the Deputy Superintendent shall call upon all the candidates to deliver to him all papers, books, or notes which they may have in their possession. The Candidates shall be warned that if any of them fails to do so or adopts any other Unfair Means as mentioned in Clause 3, he/she shall be liable to penalty. If a late comer is admitted, this warning shall be repeated to him/her also.
2. The Chief Co-ordinator of the examination, shall forward to the Controller of Examinations, everyday, a declaration signed by him to the effect that the warning as required in Clause-1 above was administered.
3. Without prejudice to the general meaning of the term "Unfair Means" it will include the following:
 - (a) Having in his/her possession or accessible to him/her during the examination hours in the examination centre :
 - (i) any books, paper or notes printed or written on any kind of material, body, clothing etc. and relating to the subject of the examination in progress;
 - (ii) a mobile phone or any other instrument which may facilitate leakage of the question paper;
 - (iii) a programming calculator/palm computer or any other device which may be used in attempting any question(s).
 - (b) Writing during the examination hours on any paper other than the answer-book, any portion of the question-paper or answer or notes relating to any question;
 - (c) Talking to another candidate or to any other person other than the members of the Supervisory Staff in or outside the Examination Hall during the Examination hours;
 - (d) Consulting notes/books outside the Examination Hall during the Examination hours;
 - (e) Receiving help from another candidate with or without his/her consent or giving help to him/her or receiving help from a person who is not a candidate for the Examination on that day during the Examination hours;
 - (f) Disclosing his/her identity deliberately or making any distinctive mark in his/her answer-book for that purpose or making an appeal to the Examiner through the answer-book or using abusive or obscene language in the answer-book;

- (g) If he/she is a candidate for an Examination for Science or some other subject, presenting to the Examiner a Practical or class work note-book which does not belong to him/her;
 - (h) Communicating or attempting to communicate, directly or through a relative, guardian or friend with an Examiner or with the Registrar, Controller of Examinations or any other official with the object of influencing him in the award of marks or making any interpolations thereto;
 - (i) Swallowing/destroying any note, paper etc., found with him/her;
 - (j) Making deliberate previous arrangements to cheat in the examination,
including:
 - (i) Substitution, wholly or partly of an answer-book/continuation sheet by another answer-book/continuation sheet, during or after the Examination hours.
 - (ii) Insertion in the answer-book of any sheet(s) written outside the Examination Hall.
 - (iii) Any kind of attempt to communicate with somebody who is inside or outside the Examination Hall with a view to obtain assistance or any kind.
 - (iv) Impersonation.
 - (v) Forging another person's signature.
 - (vi) Failing to deliver answer-book to the persons In-charge before leaving the Examination Hall.
 - (k) Refusing to obey the Centre Superintendent or any other member of the Supervisory Staff, Flying squad or creating disturbance of any kind during the Examination or otherwise misbehaving in or around the Examination Hall or threatening or assaulting any official connected with the Examination any time before, during or after the Examination.
4. If a candidate is found to be suspected to be guilty of using Unfair Means in the Examination, the Centre Superintendent of the Examination shall take away his/her answer-book and permit him/her, if he/she so desires, to answer the remaining part of the question-paper on a new answer-book which shall be supplied to him/her. The candidate may also appear in the rest of the Examination in subsequent paper at his/her own risk and subject to the decision in his/her case for use of Unfair Means. The Centre Superintendent shall also obtain an explanation of the candidate in writing then and there.
5. The Centre Superintendent of the Examination shall report to the Controller of Examinations without delay, and on the day of occurrence, each case where use of Unfair Means in the Examination had been detected. When adoption of any Unfair Means is detected and the candidate is caught red-handed, the Centre Superintendent will give a hearing to the candidate and record his/her statement. If the candidate refuses to make any statement, this fact will be recorded by the Centre Superintendent.
- In case the candidate refuses to part with his/her answer-book, no new book should be given to him/her and he/she should be asked to leave the Examination Hall. If he/she accepts a new book, he/she will be allowed extra time to cover the time spent in the inquiry.
- 6.1 The Vice-Chancellor shall appoint annually one or more Standing Committee(s) consisting of at least 3 senior faculty members with one of the professors as Chairman of the Committee, to deal with all cases of Unfair Means in connection with the Examinations. In case more than one Standing Committees are appointed, the distribution of work will be done by the Vice-Chancellor. The case will be presented by the Officer of the concerned Section of the Examination Branch for consideration by the Committee.
- 6.2 The Committee shall consider the report of the detector and the explanation, if any submitted by the candidate as well as the answers given by the detector to questions put by the candidate, if any, and pass necessary orders, call for any person on the staff of the Institution/University for evidence or clarification regarding the Unfair Means case.
- 6.3 If any person of the staff of the University, who is found to be guilty of connivance in the use of Unfair Means at an examination, by omission or commission, or, when called for by the Unfair Means Cases Committee, fails to appear before it, his/her case will be reported to the Vice-Chancellor for such disciplinary action as considered necessary.
- 6.4 If the Unfair Means adopted by a candidate come to the notice of the University after the Examination, his case will be decided by the Unfair Means Committee on such evidence as may be available after giving the candidate reasonable opportunity to defend himself/herself.

7. A candidate found guilty of use of Unfair Means shall be awarded punishment as under:

<i>Offences</i>	<i>Punishment</i>
3 (a). If the paper, note, etc. has not been made use of	1. Cancellation of the paper. OR
3 (b),(c),(d),(f),(g)	2. Disqualification from : (i) passing in the concerned paper/subject and from appearing in this examination before the next Annual Examination; and/OR (ii) appearing at any other examination till after the next annual examination.
3 (a). If the paper, note, etc. has been made use of	Disqualification from passing in the concerned examination in full and from appearing in the next one or more examinations.
3 (e),(h),(i) (j) (iii),(vi)	
3 (j) (i),(ii),(iv),(v) (k)	Disqualification from passing in the concerned examination in full and from appearing in the next two or more examinations.

The disqualifications under this Ordinance will be treated as a failure in the examination and consequences of failure will follow. If a candidate is also disqualified from appearing at the next one or more examinations, he shall not be admitted to any course of study, or allowed to appear at any examination of this University, during the period of such disqualification.

If a candidate is found guilty of use of Unfair Means after his/her result has been declared, the same will be cancelled besides awarding the punishment to the candidate, which would have been awarded to him had the fact of use of Unfair Means come to notice before the declaration of his result.

8. When the Committee is unanimous, its decision shall be final. If the Committee is not unanimous, the matter shall be referred to the Vice-Chancellor whose decision shall be final.

9.1 Any candidate having dissatisfied with the decision of the Unfair Means Cases Committee can submit an appeal for reconsideration of the case by the Vice-Chancellor within 30 days of the despatch of the decision of the Unfair Means Cases Committee together with the prescribed fee approved by the university from time to time.

9.2 The Vice-Chancellor on an application by the candidate or suomotomay refer back a case to the Unfair Means Committee for reconsideration, if in his opinion such a step is called for in the circumstances of the case.

10. If the Vice-Chancellor is satisfied, after enquiry that the integrity of University Examination has been violated, at an Examination Centre as a consequence of wholesale Unfair Means the Vice-Chancellor may order re-examination besides taking action under regulations relating to Unfair Means.

11. Notwithstanding anything contained in the Ordinance the Vice-Chancellor will have the authority to take up himself any Unfair Means Case and decide the same. For this purpose the Vice-Chancellor can withdraw a case at any stage from the Unfair Means Committee to be dealt with it by himself.

12. The candidates will be entitled to file an Appeal against the decision of the UMC Committee within 30 days of the date on which the decision has been notified alongwith a fee as prescribed by the University from time to time.

13. All such Appeals against the decision of the UMC Committee shall be heard by a 3-Member Appellate Committee to be constituted by the Vice-Chancellor from amongst the faculty Members not below the rank of Professors whose decision shall be final.

14. In the Ordinance the word 'Year' means the 'Academic Year'.

IV. PAPER-SETTING AND EVALUATION**A – General Provisions**

1. Each Board of Studies shall recommend persons for appointment as Paper-Setters and Examiners for various University Examinations, by the following dates :-
 - (i) in the case of Paper-Setters : by the 31st August of the year preceding the year of Examinations; and
 - (ii) in the case of Examiners: by the 15th November of the year preceding the year of Examination.

Provided that the Vice-Chancellor may extend the date in special circumstances.
2. In these provisions –
 - (i) An External Examiner shall be one who is not teaching in a teaching department of this University or in a College affiliated to or maintained by this University. He shall ordinarily be a teacher in the subject in another University.
 - (ii) An Internal Examiner shall be one who is teaching or has taught within the preceding two years, candidates for the particular examination and the subjects for which he is appointed. In the M.A. examination, the Internal Examiner shall be one who has taught the subject for the examination but not necessarily in the same paper.
 - (iii) A Neutral Examiner shall be one who is not teaching, and has not taught, for one year previously, the subject for the particular examination for which he is appointed.
3. The Board of Studies for a subject shall recommend for each of the examination, alternate names for appointment as Paper-Setters and a list of requisite number of Examiners with at least 20% additional names.
4. Notwithstanding anything contained in any other Ordinance for the time being in force, the Vice-Chancellor in consultation with the Chairperson of the Board of Studies concerned, shall have the power to remove permanently or for a specified period any Paper-Setter/Examiner in any Faculty for any examination, if his work was found unsatisfactory as to standard of marking or who was found to have committed irregularities or caused inordinate delay in the submission of Awards/Question-papers. etc., or there was some doubt with regard to his integrity or was otherwise unable to perform the work or to conform to directions of the University.
5. Where the appointment of any Paper-Setter/Examiner is cancelled under Clause 4 above or any Paper-Setter/Examiner is incapable of acting as such or does not accept the appointment or, in an emergency, to meet a particular situation, the Vice-Chancellor is empowered to appoint a substitute he deems suitable.
- 6.1 Paper-Setters and Examiners shall be appointed on year to year basis, but no such person will ordinarily continue to act as such for a period of more than three years continuously in the same paper and shall not be eligible for re-appointment unless there is a gap of at least one year.
- 6.2 An Examiner shall be considered to have worked for full one year irrespective of the fact whether his appointment was only for the Annual/Semester or the Supplementary Examination.
7. No person shall be appointed as Paper-Setter –
 - (i) if he has written or revised a help-book or Guide relating to that paper for use of candidates for the examination concerned;

Note .—In Science subject particular course means Theory Paper and/or Practicals.

 - (ii) if he/she does not possess teaching experience in the subject for –
 - (1) 10 years, or
 - (2) 5 years, in the case of a University Professor/Associate Professor.

Provided that –

- (a) this condition may be relaxed in the cases of such subjects in which qualified teachers are not easily available.
- (b) in the examination in Law, Physical Education and Library & Information Science teaching experience required of a Paper-Setter shall be 5 years but in the case of eminent persons in the professions this may not be insisted upon.

- (c) in Commerce examinations, the condition of 10 years teaching experience shall not apply to Chartered Accountants and eminent Professional people.
- (iii) If any of his/her relations is appearing in the examination. For this purpose “relation” shall mean –“Wife, husband, son, daughter, sister, wife’s brother and wife’s sister, brother’s son and daughter, sister’s son and daughter, first cousin, husband’s sister, brother, nephew, niece, grandson and grand-daughter.”
- (iv) If he –
 - (a) is convicted of any offence which, in the opinion of the Vice-Chancellor; involves moral turpitude;
 - (b) is declared insane.

Note.— If a person has already been appointed and incurs any of the above disqualifications, his appointment shall be cancelled.

8.1 No person shall be appointed as Examiner if he does not have five years teaching experience.

8.2 In appointing examiners, the following principles shall be followed :

- (i) Persons knowing Hindi shall be given preference for examinations for which Hindi is permitted as a medium of examination.
- (ii) Teachers working in other Universities located at distant places shall be appointed as examiners for the undergraduate examinations only in case the teachers in the concerned subjects are not available from the neighbouring region.
- (iii) He should have at least five years teaching experience.

9.1 No person shall be appointed to set more than two question-papers for examinations during a year—the Annual/Semester and the Supplementary Examinations for the same paper being considered as one.

This shall not include –

- (a) setting of question-papers for a Practical Examination;
- (b) examining of a Thesis/Dissertation;

OR

- (c) Professional examinations.

9.2 A person shall be appointed Paper-Setter/Examiner only for one main examination during a year. For this purpose the practical examinations shall not be considered as main examination.

10. Unless specified otherwise :

- (a) each paper in Theory shall be set by a single Paper-Setter;
- (b) the Paper-Setter shall also act as Examiner of the answer-books.

Provided that, where the number of answer-books to be evaluated by the Paper-Setter-cum-Examiner exceeds 300, Additional Examiner(s) shall be appointed. The number of answer-books shall be distributed more or less equally between the Paper-Setter-cum-Examiner and the Additional Examiners.

11. Where a Dissertation paper is examined by two Examiners, and the Examiners fail to agree and the difference is not more than 10% of the maximum marks, the average of the two shall be taken as final award. If the unresolved differences between the External and Internal Examiners is more than 10% of the maximum marks, appointment of a Third Examiner shall be made by the Vice-Chancellor, ordinarily on the recommendation of the Chairperson of the Board of Studies concerned, whose award shall be treated as final.

12. The Controller of Examinations shall issue instructions to the Paper-Setters/Examiners with regard to due provision for secrecy and any other matter incidental thereto.

13. The Paper-Setters shall send the question-papers to the Controller of Examinations in sealed covers before a date to be notified on their appointment letters.

The appointment of a Paper-Setter shall be deemed to be cancelled, if he fails to send the question-papers by the date fixed in this behalf provided that the Controller of Examinations may, for sufficient cause, extend the period.

14. Examiners shall send in the Result statements in accordance with the instructions issued in this behalf by the date prescribed for the purpose, failing which they shall render themselves liable to a reduction of their remuneration at the rate of Rs.10/- for everyday's delay. The Vice-Chancellor may, however, for sufficient reason, condone such delay to the extent he deems fit.

Provided that deductions in case of mistakes committed by Examiners shall be made as under:

- (i) Rs.10/- per mistake, subject to a maximum of Rs.50/-.
- (ii) Rs.10/- per page in case of making wrong series in the award lists, subject to maximum of Rs.50/-.
- (a) Evaluation of Answer-books:-
 - (1) If considered necessary on account of the reasons to be recorded in writing, the Chairman of the Board of Studies concerned may be requested to get Moderation Committees recommended for any subject for Undergraduate Classes, through the Board of Studies.
 - (2) Moderation Committee for each subject will do sample checking of answer-books received from each examiner, before decoding to ensure that there was no erratic marking. The Committee will have the power to reduce the difference in scales of marking of Individual examiners wherever necessary.
 - (3) Each Moderation Committee shall consist of the following members:-
 - (i) Chairman of the Board of Studies concerned.
 - (ii) One Senior Teacher from the Department concerned.
 - (iii) Paper-Setter concerned.
 Upto 5% sample checking of answer-books will be done by the Moderation Committee.
 - (4) Apart from payment of TA/DA to outstation members as per University rules, each member of the Moderation Committee will be paid a remuneration at the rate as prescribed for evaluation of answer books subject to a minimum of Rs.100/- or as may be fixed by the University from time to time.

15. Moderation of Question-Papers

The question-paper set by the Paper-Setters for various University examinations, shall, unless otherwise decided by the Vice-Chancellor or where these are set by two Paper-Setters, be moderated by the Chairperson of the Board of Studies concerned. Provided that the Vice-Chancellor may, on the recommendation of the Chairperson of the Board of Studies concerned nominate specialization expert(s) either from within the University or from outside the University to assist the Chairperson of the Board of Studies in the Moderation of the Question-paper(s). The Moderator from outside the University shall be paid remuneration as may be fixed by the University from time to time, in addition to T.A./D.A. etc. as per University rules.

Note.— The Moderator will see that the question-paper conforms to the syllabus and guidelines. If in a question-paper, it is found by the Moderator that some questions need to be substituted by other questions as a whole, the question-paper shall be sent to the Paper-Setter with these remarks of the Moderator. In case of difference of opinion between the Paper-Setters and the Moderator or if there is not enough time for the question-paper to be referred back to the Paper-Setter, the matter shall be referred to the Vice-Chancellor whose decision shall be final.

B - Special Provisions

(I) Theory Papers

- (1) Paper-setters for Under-Graduate Examinations will be appointed from within a radius of 150 K.M. from the jurisdiction of Maharishi Markandeshwar University. However, in exceptional cases where sufficient numbers of qualified teachers are not available from within the jurisdiction of M.M. University, Paper-setters may be appointed from outside the jurisdiction of M.M. University.
- (2) (a) No one shall be appointed as an Examiner unless he is a teacher approved by the University with the qualification and teaching experience in the University Teaching Departments/affiliated colleges as below :
 - (i) A Master's Degree in the subject concerned with at least 5 years teaching experience.

- (b) A University Research Scholars/Fellow/Assistant shall be eligible for appointment as Examiner if—
 - (i) he has taught for at least 5 year's in an affiliated college prior to his joining as a Research Scholars/Fellow/Assistant ;
 - (ii) he is given teaching work during his tenure of Research Scholarship and has completed 5 year's teaching
- (3.1) Demonstrator shall not be eligible for appointment in Theory papers.
- (3.2) Save in exceptional cases, for reasons to be recorded, teachers in Colleges affiliated to other Universities shall not ordinarily be appointed.
- (4.1.) The requirement of 5 year's teaching experience may be relaxed in the case of a person who possesses high academic qualifications such as Doctorate or a Degree from a Foreign University.
- (4.2) In a subject in which persons with requisite teaching experience are not available, the requirement of the minimum period of teaching experience may not be insisted upon.
- (4.3) In a subject in which there is dearth of qualified examiners, the requirement of one year gap may be waived off, while waiving this requirement, a teacher with longer teaching experience shall be preferred.
- (4.4) A teacher working in a Professional College shall be considered for appointment as Examiner of Arts, Science and Commerce subjects only when the list of teachers working in Arts/Science/Commerce Colleges are not available.
- (4.5) A teacher in Govt. Institute of Education/Science Education/English shall be also eligible.
- (5) For purposes of appointment of Examiners, the office shall supply the following information to the Board of Studies.
 - (a) Approximate number of examiners, required in each subject.
 - (b) Names of persons who have acted as Examiners during the preceding year, indicating also those who have acted as such continuously for three years.
- (6) No Examiner shall be allotted more than 400 answer-books for undergraduate Examinations.
- (7) In the case of all under Graduate examinations the detailed instructions shall be drawn up by the paper setter at the time of setting question paper and sent to the University along with the question paper. However, where the paper-setter is the sole examiner no such instructions will be framed and sent to the University.

(II) Practical Examinations

- (8) The office shall prepare every year lists of teachers in each science subject. For this purpose, the Principals of Colleges and Heads of Teaching Departments of the University shall be requested to furnish the necessary information in the first week of August. The lists shall contain the following information :
 - (i) designation and grade; and
 - (ii) teaching experience separately for each class
- (9) On receipt of the information specified in Clause (8) above the office shall prepare lists according to the designation of the teachers.
- (10) The lists prepared by the Office shall be supplied to the Boards of Studies concerned for recommending the appointment of Examiners.
- (11.1) The Board concerned shall recommend, in the first instance, a person for only one examiner ship, either in Theory or Practical.

However, if the required number of qualified examiners are not available, and examiner in Theory may be appointed for a Practical Examination also.
- (11.2) A person, approved as a teacher by the University, who has taught the subject in an affiliated College/University Department for at least 3 years, shall be eligible for appointment as an Examiner. Exceptions will be made only if teachers with five years' teaching experience are not available.
- (11.3) If after appointing all the eligible person available on the list, some vacancies remain to be filled, appointments against those vacancies will be made-on the basis of status and seniority of the teachers.
- (12) For the Certificates/Diploma Courses in Indian/Foreign languages Examinations, each Practical Examinations shall be conducted only by an External Examiner. Practical Examinations of undergraduate courses shall be conducted by a Board of External and Internal Examiner. The papers for the Practical Examinations shall be set on the spot by the External Examiners in accordance with the guidelines issued by the Board of Studies concerned.

- (13) If some Examiners recommended by a Board get a chance in the Annual/Semester Examinations, they shall be given first priority in the Supplementary Examinations.

(III) M.Sc., M.Com., and M.B.A.

- (1) For theory papers, at least 50% of the Paper-setters/Examiners, in an examination, shall be External Provided in case it is considered desirable, the condition can be relaxed and the new Paper-setters/Examiners appointed with the approval of the Vice-Chancellor.

Note.— Some times 50% Paper-setter/Examiners are not available from outside, then it become necessary to appoint the same from inside.

- (2) Each of the papers for Practical Examinations shall be set and the answer-books examined, on the spot, by two Examiners, one of whom shall be External and the other Internal.
- (3) The Chairperson of the Board of Studies should keep lists of suitable persons from different Universities/Colleges, out of whom Paper-setters/Examiners could be selected for appointment.

16. Complaints against Question-Paper:

- 16.1 Complaints against question-papers shall be entertained only if they are made by and/or through the Head of a recognised College/Chairperson, University Department and received by the Controller of Examinations by name under Registered cover or in person, within seven days of the examination in that paper. No complaint will be entertained thereafter.
- 16.2 In the case of T.D.C. (General and Honours), B.Ed. Examinations, a committee of the Board of Studies concerned consisting of five persons (headed by the Chairperson, Board of Studies) with the Controller of Examinations as Member Secretary and duly approved by the Vice-Chancellor shall, within a week of the receipt of the complaint, or as soon as possible, consider and determine, in consultation with the Paper-Setters, if necessary, complaints received under Clause 16.1. Three members of the Committee will form quorum.
- 16.3 The decisions of the Committee shall be subject to the approval of the Vice-Chancellor.
- 16.4 In case of other examinations, the complaints will be considered by a Committee consisting of the following members:
1. Chairperson of the Board of Studies concerned (Chairman)
 2. Senior-most teacher of the Department teaching the subject/paper.
 3. Two members of the Board of Studies.
 4. Controller of Examinations (Member Secretary)

Three members of the committee will form quorum.

The decisions of this Committee shall be subject to the approval of the Vice-Chancellor.

- 16.5 The Committee constituted under Clause 16.2 or 16.3 shall not, of its own, consider any complaint against a question-paper unless the requirement of Clause 16.1 is complied with.

17. Award of Grace Marks

Unless specified otherwise in any other Ordinance, Grace Marks may be given to candidates for various examinations, to the extent and in the manner given below.

- 17.1 A candidate who fails in one or more paper(s)/subject(s) (Written, Practical, Sessionals/Internal Assessment or Viva-Voce) and/or in the Aggregate shall be given Grace Marks up to 1% of the aggregate marks (excluding the marks for Internal Assessment/Sessional(s) of the Paper(s)/Subject(s) in which he has actually appeared in that examination, if by the addition of these marks he can pass) the examination or be placed in compartment or earn exemption. However, if such a candidate, after ascertaining from the D.M.C./University that he has been given Grace Marks, represents, against the Grace Marks awarded to him the same shall be withdrawn and his result revised. The option once exercised shall be final. The request of the candidate for withdrawal of Grace Marks must reach the Controller of Examinations within one month of the dispatch of the Detailed Marks Cards/Certificates by the University, after which no request will be entertained.
- 17.2 The Grace Marks shall be first added to the paper(s)/Subject(s); the remaining Grace Marks, to the extent still necessary, shall then be added to the aggregate and the number of marks shall be added to subject in which the candidate has secured the lowest percentage of marks.

- 17.3 While awarding Grace Marks fraction, if any, be rounded up to one.
- 17.4 For Engineering Examinations, Written papers and Practicals/Viva-Voce will be considered as two separate Parts for the award of Grace Marks.
- 17.5 A candidate who appears or re-appears in the following examinations in one or more Paper(s) etc. shall be given grace marks, as under, for the award of higher division/result, as the case may be :-
- | | |
|--|--|
| <ul style="list-style-type: none"> ▪ Master's Degree in Faculties other than the Faculty of Engg. and Technology. | <p>Up to 1% of the total marks of the Previous and Final Examinations</p> <p>Provided that with these marks he improves his division from III to II, or II to I or the result either to 54.5 to 55% marks.</p> |
| <ul style="list-style-type: none"> ▪ B.Com./BBA/BCA of B.A./B.Sc.(General)/B.Com, BBA/BCA Examination, provided that with these marks he improves his division from III to II or II to I. | <p>Up to 1% of the total marks of Part I,II, III</p> |
| <ul style="list-style-type: none"> ▪ Certificate/Diploma Courses | <p>Up to 1% of the total marks of Examinations provided that with these marks he improves his division from III to II or II to I.</p> |
- 17.6 Grace Marks shall not be allowed for passing in the sessionals.

18. Re-evaluation of Answer-Books

- 18.1.1 A candidate for examination in **Theory papers** (other than Project Reports, Dissertations, Practical Answer Books, Sessionals, Internal Assessments, Assignments, Viva-Voce reports, etc. and where the answer-books of an examination are evaluated by the two examiners) will be allowed to have the answer-books in theory paper(s) re-evaluated on submission of applications for this purpose on the prescribed form accompanied by the original Detailed Marks Card (DMC) and the Re-evaluation fee, as may be prescribed by the University from time to time, per paper/answer-book within 20 days of the date of publication of result as printed in the result gazette/notification or 15 days of the despatch of the Detailed Marks Card by the University, whichever is later. The late fee after the expiry of prescribed time limit for receipt of forms for Re-evaluation of answer-books will be Rs. 100/- upto next seven days and Rs. 200/- upto further seven days or as may be prescribed by the University from time to time

Before submitting the re-evaluation form together with the original DMC in the University office, the students are advised in their own interest to retain the required No. of attested copies of the D.M.C./Certificate for admission to any course or for seeking job opportunities anywhere, or in case he/she may need copies of the same for any other purpose.

Applications received by post (not through any private courier agency) not more than three days after the last date(s) will be considered only if the same have been posted on or before the last date(s) prescribed. In case an application is rejected being time barred or being inadmissible, 50% of the amount paid will be refunded. In case the candidate is not interested in re-evaluation then the application for re-evaluation can be withdrawn in writing only in case where the Answer Book(s) has/have not been sent for re-evaluation. In that case no fee will be refunded.

In case the answer book is lost or damaged or destroyed due to any reason and it is not possible to get it re-evaluated, the candidate shall have the option either for refund of full re-evaluation fee or to re-appear in the subsequent examination in the paper(s). No examination fee shall be charged from a candidate who opts for re-examination under this clause. However, in such a case a separate report with regard to the loss/damaged/destroyed answer-book(s) will have to be submitted by the Examination Branch for a decision by the Vice-Chancellor.

- 18.1.2 All entries in the application for re-evaluation should be complete and correct in all respects. The office will not be responsible for the delay/rejection of the case, if the form is incomplete or is not accompanied by full fee and the original DMC. No change in the entries in the Form shall be allowed after the receipt of the Form by the University office. Ignorance of the title of any paper/option shall not be accepted as a plea for wrong entry in the application. In case a subject consists of more than one paper and the candidate has not indicated the paper, he/she wishes to be re-evaluated or has paid the requisite fee for one paper or more but less than the fee prescribed for all the papers indicated by him/her, the paper(s) in which the candidate secured the minimum marks will be got re-evaluated to the extent of multiples of fee prescribed for each paper.
- 18.1.3 Late procurement of application form shall not be entertained as a plea for its late submission in any case. Incomplete applications in any respect will be rejected.
- 18.2 Where the original evaluation of the paper was done by the examiner concerned on the basis of Instructions issued by the paper-setter, a copy of such instructions will be sent to the re-evaluator(s). While sending the answer-books for re-evaluation, the title covers of the same will be folded and stapled to hide the Roll No./ identity of the candidate and marks awarded by the original Examiner; and strips of black or brown paper will be pasted over the marks awarded by the original Examiner inside the answer-book(s) to conceal these so that the re-evaluator(s) may do independent marking on separate award lists question-wise. However, the re-evaluator(s) may award the marks on a separate award proforma and are not required to award the marks inside the answer-book(s).
- 18.3 Variation in marks due to re-evaluation of Answer-Book(s) will be taken into account to the extent – if the increase of marks due to re-evaluation of Answer-Books is upto 10% of the maximum marks of the paper, full marks may be taken into consideration subject to Clause **18.4** of the rules. However, if the increase/decrease due to re-evaluation of Answer Books is more than 10% of the maximum marks of the paper, the Answer-Book(s) will be sent to the second re-evaluator. Average of the two higher awards given by the Re-evaluators/Examiners will be taken into consideration. But the candidate will be allowed minimum pass marks if any of the three Examiners (including the two Re-evaluators) awards minimum pass marks or more than the pass marks. Fractional mark if any shall be rounded to next full mark.
- 18.4 Decrease in marks due to re-evaluation upto 10% of the maximum marks of the paper will not be taken into account. The result/marks of a candidate will be revised on the basis of re-evaluation score, in terms of Clause 18.3 above only if the score increases by 3% or more of the maximum marks allotted to the concerned paper or if on re-evaluation the character of the result changes (character means change in Division or ‘Fail’ to ‘Compartment/Re-appear’ or ‘Fail’ to ‘Pass’ or ‘Compartment/Re-appear’ to ‘Pass’) or in the case of a candidate for Master’s Degree Examination the aggregate comes to 54.5 or 55%. Provided that in case of failure in a subject, if the candidate still remains fail after re-evaluation, the increase in marks, if any, will not be shown on the Detailed-Marks-Card/Result-sheets since the result remains unaffected. If consequent upon re-evaluation of Answer-book(s), one or more candidates secure marks more than the marks of original candidate securing First position in the Merit list, they will also be eligible for award of Gold Medal. However, the Medal already awarded to the original candidate will not be withdrawn.
- 18.5 A candidate will be permitted to see his/her answer-book(s) for identification only, if his application on the prescribed proforma alongwith the requisite fee as prescribed from time to time and together with a copy of the DMC, duly attested on both sides reaches the University within 15 days of the date of communication of the original/re-evaluation result to him.
- 18.6 If as a result of re-evaluation a candidate passes the examination or is placed in compartment, he shall, if otherwise eligible, be allowed to join the next higher class within 15 working days from the date of despatch of his result card of re-evaluation without late fee as per rules. However, no such admission shall be allowed after 31st October of the year in any case whatsoever the circumstances may be. His attendance shall be counted from the date of admission.
- 18.7 No extra chance will be allowed for clearing the Compartment/Re-appear in lieu of any chance which a candidate might have missed before declaration of the result of re-evaluation.
- 18.8 The remuneration for re-evaluation of answer-books for the Undergraduate/Post graduate examinations shall be the same as prescribed by the university from time to time.

- 18.9 The re-evaluation result as declared by the University will be binding. If a candidate who has failed or earns compartment/re-appear in paper(s) and has applied for re-evaluation but his result of re-evaluation is not declared before the next examination and he appears in next examination in the paper(s) in which he had failed, the better of the two scores – ‘Re-appear score’ or ‘Re-evaluation score’ would be taken into account. Result of such candidates for the next examination will remain withheld till the result of re-evaluation. However, if a candidate has appeared in a subsequent examination in anticipation of the declaration of his re-evaluation result and has withdrawn his application before the Answer-book(s) has been sent for re-evaluation, no refund of fee shall be allowed.
- 18.10 The re-evaluation will be done under the rules framed by the University from time to time and the result of the Re-evaluation will be conveyed to the candidate soon after it is declared. The candidates shall plan their future programme of taking examination in accordance with their original result already communicated by the Examination Branch till it is actually superseded by the re-evaluation result. The University does not undertake the responsibility of any consequences arising out of the delay in completion of the process of re-evaluation and declaration of result. The University shall also not be liable to pay any compensation/damages, etc. if the re-evaluation result of any candidate is delayed or some mistake/discrepancy is found in the original evaluation/re-evaluation of answer-book(s).
- 19. Re-checking of Answer books.**
- A candidate will be permitted to get his/her answer-book(s) rechecked on payment of the requisite fee as prescribed from time to time. In this process only mistake(s) in total of marks, unmarked questions by the examiner, etc. will be checked. However, for Rechecking also the candidate will have to apply on the prescribed form alongwith the requisite fee and an attested photocopy on both sides of the DMC within 15 days after the despatch of the DMC by the Office. In case the result/marks of the candidate is/are revised on re-checking before re-evaluation and the candidate is not interested in re-evaluation then full fee will be refunded.